1961

Bulletin of Armstrong College Of Savannah 1961-1962

Armstrong College Of Savannah

1961-62

BULLETIN ARMSTRONG COLLEGE OF SAVANNAH

SAVANNAH, GEORGIA

1961-1962

SUMMER FALL WINTER SPRING

BULLETIN OF

Armstrong College

of Savannah

Savannah, Georgia

A Unit of the University System
of Georgia

Membership in

American Association of Junior Colleges
Southern Association of Colleges and Secondary Schools
Association of Georgia Colleges
Georgia Association of Junior Colleges

VOLUME XXVI NUMBER 1

1961 CALENDAR 1961

APRIL

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1962 CALENDAR 1962

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CALENDAR FOR 1961 - 1962

SUMMER SESSION, 1961

May 24:	Last day to file all papers of Application for Admission
June 15:	Registration
June 16:	Classes begin
June 19:	Last day to register for credit
June 20:	Last day to change classes
July 14:	Mid-term reports due
August 14-15:	Examinations

FALL QUARTER, 1961

August 21:	Last day to file all papers of Application for Admission
September 13:	Freshman orientation—9:00 a.m., Jenkins Hall Auditorium
	Freshman advisement—3:00 p.m.
	Sophomore advisement—9:00 a.m. - 1:00 p.m.
September 14-15:	Registration
September 18:	Classes begin
September 20:	Convocation Assembly—11:30 a.m., Jenkins Hall Auditorium
	Last day to register for credit
September 22:	Last day to change classes
October 27:	Mid-term reports due
November 8:	Installation of student officers—11:30 a.m., Jenkins Hall Auditorium
November 23-26:	Thanksgiving holidays
December 1:	Ga. and U.S. history and government test
December 6-8:	Examinations
December 26:	Homecoming Dance

WINTER QUARTER, 1962

December 11, 1961:	Last day to file all papers of Application for Admission
January 2:	Registration
January 3:	Classes begin
January 5:	Last day to register for credit
January 9:	Last day to change classes
February 9:	Mid-term reports due
March 9:	Ga. and U.S. history and government test
March 14-16:	Examinations

SPRING QUARTER, 1962

March 1:	Last day to file all papers of Application for Admission
March 22:	Registration
March 23:	Classes begin
March 27:	Last day to register for credit
March 29:	Last day to change classes
April 20:	Holiday
May 4:	Mid-term reports due
May 11:	Ga. and U.S. history and government test
May 23:	Honors Day Assembly
June 4-6:	Examinations
June 11:	Graduation

SUMMER SESSION, 1962

May 24:	Last day to file all papers of Application for Admission
June 14:	Registration
June 15:	Classes begin
June 18:	Last day to register for credit
June 19:	Last day to change classes
July 6:	Mid-term reports due
August 14-15:	Examinations

Regents, University System of Georgia

244 Washington Street, S.W. — Fourth Floor
ATLANTA

District	*Regent*	*Address*
State at Large	James A. Dunlap February 19, 1960—January 1, 1967	Gainesville
State at Large	Allen Woodall, President, Radio Station WDAK February 13, 1957—January 1, 1964	Columbus
State at Large	Roy V. Harris February 19, 1960—January 1, 1967	Augusta
State at Large	James C. Owen, Jr. January 11, 1961—January 1, 1963	Griffin
State at Large	Carey Williams January 1, 1955—January 1, 1962	Greensboro
First	Everett Williams January 13, 1955—January 1, 1962	Statesboro
Second	John I. Spooner January 1, 1961—January 1, 1968	Donalsonville
Third	Howard H. Callaway January 1, 1958—January 1, 1965	Pine Mountain
Fourth	Robert O. Arnold January 1, 1956—January 1, 1963	Covington
Fifth	Jesse Draper January 1, 1961—January 1, 1968	Atlanta
Sixth	Linton D. Baggs, Jr. July 8, 1957—January 1, 1964	Macon
Seventh	Ernest L. Wright February 6, 1959—January 1, 1966	Rome
Eighth	James D. Gould February 13, 1957—January 1, 1964	Brunswick
Ninth	Morris M. Bryan, Jr. February 3, 1959—January 1, 1966	Jefferson
Tenth	W. Roscoe Coleman January 1, 1958—January 1, 1965	Augusta

Officers of the Board of Regents

Chairman	Robert O. Arnold
Vice-Chairman	Everett Williams
Chancellor	Harmon W. Caldwell
Adm. Asst. to Chancellor	Arthur M. Gignilliat
Assistant to the Chancellor	John E. Sims*
Dir., Plant & Bus. Operations	J. H. Dewberry
Executive Secretary	L. R. Siebert
Treasurer	James A. Blissit
Dir. of Testing & Guidance	John R. Hills
Associate Director	Harry S. Downs

*On leave.

THE ARMSTRONG COLLEGE COMMISSION

The Commission controls certain endowment funds and scholarship funds which have been contributed by local citizens over a period of years. It serves also in an advisory capacity to the college.

Dr. Irving Victor — *Chairman*
Joseph H. Harrison — *Vice-Chairman*

Frank Barragan, Jr.
Edward J. Bartlett.
Ex-Officio
Malcolm Bell, Jr.,
Ex-Officio
Dr. H. Y. Charbonnier
Grady L. Dickey
Arthur I. Jeffords
William F. Lynes.
Ex-Officio
Malcolm R. Maclean.
Ex-Officio
D. Leon McCormac
Ex-Officio

OFFICE OF THE PRESIDENT

Foreman M. Hawes, A.B., Mercer University; M.S., Emory University — *President*

Marjorie A. Mosley, A.A., Armstrong College — *Administrative Assistant and Secretary to the President*

OFFICE OF THE ACADEMIC DEAN

Joseph I. Killorin, A.B., St. John's College; M.A., Columbia University — *Academic Dean*

Elizabeth Howard, A.A., Armstrong College — *Secretary*

Mary H. Strong, A.B., University of West Virginia — *Director of the Evening Program*

Helen Meighen — *Secretary*

OFFICE OF THE DEAN OF STUDENTS

James Harry Persse, B.F.A., University of Georgia; Master of Music, Florida State University — *Dean of Students*

OFFICE OF THE REGISTRAR

Jack H. Padgett, A.B., Wofford College; M.A., University of North Carolina — *Registrar*

Elizabeth O. Hitt — *Assistant to the Registrar*

Minnie McG. Campbell — *Veterans' Affairs Officer*

Bertis Jones — *Secretary to the Registrar*

Nellie Hankins Schmidt, B.A., Mary Baldwin College — *Admissions Officer and Assistant Registrar*

Sara Floyd Tuten — *Assistant to the Admissions Officer*

OFFICE OF THE COMPTROLLER

Jule C. Rossiter, A.A., Armstrong College — *Comptroller*

Norma Jean Calloway — *Secretary*

Corinne H. McGee — *Bookkeeper*

Mary Elizabeth Pound — *Manager, Student Center and Book Store*

J. Allen Seay — *Superintendent of Buildings and Grounds*

Joe McNeely, Jr. — *Assistant*

Angela McBride — *P.B.X. Operator*

Sara Floyd Tuten — *P.B.X. Operator*

THE FACULTY

Josephine Amari, A.B., G.S.W.C.; M.A., Columbia University; Diploma, Sorbonne, Paris, France
English

M. Lorraine Anchors, A.B., M.A., Baylor University; Graduate Study, Cambridge University, Columbia University
English

*Marian B. Anderson, A.B., Texas State College for Women; M.A., Columbia University
English

*Wesley W. Apple, B.S., Carnegie Institute of Technology
Mathematics

W. Orson Beecher, A.B., M.A., Emory University; M.A., University of Georgia; Graduate Study, Emory University
Chairman, History and Political Science Department
History

*J. Fred Beverly, A.B., M.A., Mercer University
English

*Duncan C. Blake, B.S., M.A., Louisiana State University
Engineering Drawing

*Stephen P. Bond, B.S. in Architecture, Georgia Institute of Technology
Engineering Drawing

*S. Lee Brewin, B.B.A., University of Georgia
Accounting

*Samuel A. Cann, A.B., University of Georgia; LL.B., University of Georgia Law School
Business Administration

*Glenn T. Carthron, Jr., B.B.A., Emory University
Business Administration

William E. Coyle, A.B., Emory University; M.A., Georgetown University
History and Political Science

*Part time instructor.

LESLIE B. DAVENPORT, B.S., College of Charleston; M.S., Virginia Polytechnic Institute; Ph.D., the University of Georgia
Chairman, Biology Department
Biology

LAMAR W. DAVIS, B.S., M.S., University of South Carolina; Certified Public Accountant
Chairman, Business Administration and Commerce Department
Business Administration

W. KATHERINE DEAN, B.S., University of Tennessee
Physical Education

*CHARLES B. M. DESISLETS, B.S.E.E., Georgia Institute of Technology
Mathematics

JOHN L. M. DESISLETS, COL. (Ret.), B.S., United States Military Academy
Chairman, Physics Department
Physics

*ORLANDO A. DIAZ, B.S., M.A., Phillips University
Spanish

*HARTLEY BARRETT ECKERSON, B.S., M.S., University of Tennessee
Mathematics

*WILLIAM L. FINCH, SR., B.B.A., M.B.A., B.Ed., M.A., Jackson College
Business Administration

*PHILIP T. FOLTZ, B.S., Michigan College of Mining and Technology
Mathematics

JACK B. FOWLER, A.B., University of Georgia; M.A., George Peabody College for Teachers
English

*MICHAEL J. GANNAM, B.A., University of Georgia; M.A., University of North Carolina; LL.B., University of Georgia
Political Science

ALBERT GORDON, A.B., M.A., University of North Carolina
English; Director of the Masquers

*GEORGE B. HALTIWANGER, B.S., University of South Carolina
Civil Technology

*LAWRENCE W. HILL, B.S., Alabama Polytechnic Institute
Business Administration

*Part time instructor.

*Philip Hoffman, B.B.A., M.B.A., University of Georgia
Business Administration

S. Hannah Holleman, B.S., M.S., Clemson College
Botany and Biology

Daniel J. Hook, A.B., Newberry College; M.A., Columbia University: Graduate Study, University of South Carolina and the University of Kansas
Mathematics

*Virginia L. Hudson, B.S., Georgia State College for Women; M.A., Duke University; Graduate Work, Mercer University
History

*Carlos Lamas y Blanch, B.S., Institute de la Vibora, Havana, Cuba: LL.B., Havana University Law School; English Diploma, American International College; Graduate Work, Boston Law School and School of Social Sciences, University of Havana
History

*Joseph B. Kreinen, B.S., University of Pittsburgh; M.A., Duquesne University; Special Studies, University of Odessa, Russia
German and Russian

Margaret Spencer Lubs, B.Mus., Converse College; B.A., University of Georgia; M.A., Columbia University
Chairman, Humanities Department
English and French

Muriel Boyles McCall, A.B., Florida State College for Women: M.A., University of Georgia

*John C. McCarthy, Jr., B.B.A., University of Miami; M.B.A., University of Georgia
Business Administration

*Elmo M. McCray, Jr., B.S., M.A., University of Alabama
Biology

*James C. McKee, B.A., Master of Forestry, Duke University
Botany

*Francis L. Mannion, Jr., B.I.E., University of Florida
Mathematics

*Part time instructor.

*Robert G. Marbut, B.S., Georgia Institute of Technology; Graduate Work, School of Business Administration, Louisiana State University

Business Administration

*Thomas Delano Maurice, A.B., LL.B., Mercer University

Business Law

*Eugene Maxwell, A.B., Tulane University

Building Construction Technology

*J. Fleetwood Moore, Savannah Traffic Bureau

Traffic and Transportation

*Joseph C. Muller, B.B.A., University of Georgia

Business Administration

*Hinckley A. Murphy, A.B., Vanderbilt University; M.A., Columbia University; Graduate Work, Florida State University

Psychology and Sociology

*Edward E. Murray, Jr., A.B., Maryland University

History

*Arthur P. Narins, B.S., Brooklyn Polytech; M.S., Notre Dame University

Chemistry

Homer K. Nicholson, Jr., B.A., University of Georgia; M.A., Vanderbilt University; Ph.D., Vanderbilt University

English

*Pennington M. Nixon, II, B.A., Duke University

Traffic and Transportation

James Harry Persse, B.F.A., University of Georgia; Master of Music, Florida State University

Dean of Students; Music

Norman Ray Remley, B.S., University of Georgia; Graduate Study, University of Georgia

Psychology

*Frank M. Rich, Jr., A.B., LL.B., University of Georgia

Political Science

*William W. Roberts, B.S., Georgia Institute of Technology

Mathematics

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*Part time instructor.

ROBERT B. H. ROCKWELL, COL. (Ret.), B.S., Georgia Institute of Technology

Physics

*CHARLES S. SANFORD, JR., B.A., University of Georgia; M.A., University of Pennsylvania

Business Administration

*LEE B. SAYRE, A.B., University of the South; M.A., Duke University

English

*LOUIS W. SCHMIDT, B.S., University of Virginia; Graduate Work, University of Virginia

English for International Students

*NORMAN L. SHLAGER, B.S., Boston University; Graduate Work, Boston University, Franklin and Marshall College

Business Administration

WARREN SHUCK, A.B., University of Buffalo; Graduate Work, Kent State University, Florida State University

ROY JESSE SIMS, B.S., David Lipscomb College; M.S., University of Tennessee

Chairman, Physical Education Department
Physical Education; Basketball Coach

*WILLIAM LEON SMITH, B.I.E., University of Florida

Mathematics

*PAUL G. STONE, A.B., Harvard University

Art

ROBERT T. STUBBS, B.S., M.S., Georgia Institute of Technology

Chairman, Mathematics Department
Mathematics

*MARY E. SUTTON, B.A., University of Georgia

Business Administration

LAWRENCE M. TAPP, B.S., M.S., University of Tennessee

Physical Education

*Part time instructor.

DOROTHY M. THOMPSON, A.B., Monmouth College; M.A., Northwestern University; Certificate in Psychiatric Social Work, Western Reserve University

Chairman, Psychology and Sociology Department
Psychology and Sociology

WILLIAM LIVINGSTON TRAVIS, COL. (Ret.), B.S., United States Military Academy; LL.B., George Washington University School of Law

Chairman, Technical Institute

*RICHARD M. WALL, B.S., Texas A. & M. College; M.B.A., Harvard College

Business Administration

*CALVIN A. WALTERS, JR., A.B., Emory University

Mathematics

JAMES F. WHITNEL, A.B., Vanderbilt University; M.A., University of North Carolina

English

MILDRED ALEEN WILLIAMS, B.S., Western Carolina College; Graduate Study, Clemson College

Chemistry

JEAN WINGATE, B.S., University of Georgia

Shorthand, Comptometer, and Typing

WILLIAM SWOLL WINN, B.D., A.B., Emory University; M.A., University of North Carolina

Mathematics

*ARTHUR L. ZIMMET, B.S., M.E., Massachusetts Institute of Technology

Mathematics

TECHNICAL INSTITUTE PROGRAM INSTRUCTORS FOR COURSES OFFERED AT UNION BAG-CAMP PAPER CORPORATION

HAROLD J. ATKINSON, Machinist, Mill Machine Shop

C. DUNCAN BLAKE, *B.S.*, Master of Forestry, Louisiana State University

JULIAN W. DANIEL, B. of Ch. E., Georgia Institute of Technology; M.S., the Institute of Paper Chemistry; Ph. D. the Institute of Paper Chemistry

*Part time instructor.

J. Earl Gilbreath, B.S. in Industrial Engineering, Georgia Institute of Technology

Robert W. Gray, B.A., Kings College

Allick W. Inglis, B.S. in Industrial Engineering, University of Florida

David W. Reid, B.S. in Chemical Engineering, North Carolina State College

Wallace J. Richards, B.S. in Industrial Engineering, Georgia Institute of Technology

John M. Yancey, M.A. in Psychology and Personnel Management, University of Florida


ARMSTRONG
JUNIOR
COLLEGE

GENERAL INFORMATION

History of Armstrong College of Savannah

Armstrong College of Savannah was founded on May 27, 1935, by the Mayor and Aldermen of the City of Savannah to meet a long-felt need for a junior college. The first college building was the home of the late George F. Armstrong, a gift to the city from his widow and daughter. The Armstrong Building is an imposing structure of Italian Renaissance design, with a great marble hall and spacious rooms.

Over the years the campus has been enlarged through private donation and public appropriation until now it includes four additional buildings: the Lane Building, a gift of the late Mills B. Lane; the John W. Hunt Memorial Building, Herschel V. Jenkins Hall, and Thomas Gamble Hall. Three of the buildings on Gaston Street face forty-acre Forsyth Park, the largest and most beautiful park in the city; the other two face Monterey Square, one of the planned squares for which Savannah is famous.

Hodgson Hall, facing Forsyth Park on Whitaker Street, houses the college library as well as the Library of the Georgia Historical Society, to which Armstrong students have access.

The college was under the administrative control of the Armstrong College Commission until January 1, 1959, when the institution became a unit of the University System of Georgia, under the control of the State Board of Regents.

The College Program

A college is a community of teachers and students who organize their energies for the work of the mind. At Armstrong College, the student works under able teachers to learn skills—such as the arts of language and mathematics—in order *to understand man and his world* through the humanities, the social sciences and the natural sciences.

The student—working in that program best suited to his vocational choice—will discover the usefulness of these skills and of these kinds of knowledge for *living in the world.* He will find that "professional," "semi-professional," and "technical" programs at the college level further aim to teach a student how to apply—reasonably and imaginatively—the skill of language or mathematics, the knowledge of the humanities, the social sciences, or the natural sciences to the needs of a particular life's work. So a college student lives in a climate where he is induced to make connections between what he thinks and does and the best that has been thought and done.

The rewards of devotion to college work are the skills and understanding to channel a student's energies intelligently for the most fruit-

ful life possible for him or her. Such rewards are not for the asking, but they are easily within human reach.

At Armstrong College a student may choose a program of study leading to the Associate in Arts degree with one of these aims in mind:

1. To complete the freshman and sophomore years of a four-year senior college program leading to the baccalaureate degree, with a major in liberal arts (which includes many pre-professional programs, e.g., law, ministry, social work, teaching), or another pre-professional program, e.g., engineering, medicine, dentistry, or business administration. (Many of the possible preparatory programs are listed on pages 41 to 48.)
2. To graduate from a semi-professional program, e.g., in business administration, secretarial skills, human relations, prepared to go into business, or industry. (See the terminal programs listed from pages 48 to 53.)
3. To graduate from a two-year Technical Institute program, prepared as a skilled technician to go into industry. (See pages 53 to 58.)

Armstrong Evening Classes

In addition to the full daytime schedule, Armstrong offers a schedule of classes in the evening, including most of the required courses for many programs leading towards a degree.

Students employed during the day are advised to limit their enrollment to one or two courses each quarter.

Senior College Courses

A limited number of upper division courses are offered through the Extension Division of the University of Georgia. Instructors in these courses are approved by the heads of the departments at the University of Georgia. The courses carry University of Georgia credit and the grades are recorded in the Registrar's Office at the University of Georgia.

Fees for Extension courses are $6.00 per quarter hour. A registration fee of $1.00 is also charged. Registration for Extension courses is handled by representatives of the Extension Division entirely separately from Armstrong registration.

Student Personnel Services

Armstrong College offers to students special kinds of help outside the classroom through a program which has attracted wide interest from other colleges.

When a student becomes aware of a difficulty related to his course work, he is urged to request help from his instructor. For advice concerning his choice of vocation, the planning of his college program, or study habits, he should see his adviser. But the Student Personnel Service offers to all students currently enrolled at Armstrong College additional individual services in the areas of (1) consultation on senior college programs from available senior college catalogues, (2) consultation on scholarships, financial assistance and loans available for further study, (3) consultation on vocational career requirements, (4) clearing center for student part-time job requests and part-time job openings, (5) individual educational and vocational aptitude tests for guidance in decisions affecting choice of educational concentrations and vocational careers and (6) individual and short-time counseling on any problems that handicap a student's performance at Armstrong College.

Library

The college library of Armstrong College is housed in Hodgson Hall on the corner of Whitaker and West Gaston Streets. All the materials are readily available to the students since all books are on open shelves. On the main floor is the reference room which contains reference books, non-fiction books, biography, and the reserve and circulation desk. Downstairs is another reading room, containing fiction, books in foreign languages, current and bound volumes of periodicals, and the career information. The workroom and the office of the Librarian are also downstairs.

At the present time the library collection consists of 17,000 volumes as well as a large number of pamphlets on subjects of current interest. More than one hundred periodicals are received, including four newspapers. Besides the books, magazines and pamphlets, the library has a collection of recordings located in the downstairs reading room for the use of the students, faculty and staff.

In addition to the resources of the college library, the students have free access to the holdings of the Georgia Historical Society, also housed in Hodgson Hall. This library contains an outstanding collection of materials on Georgia and its history as well as a large collection of materials on Southern history. The holdings of the Historical Society consist of more than ten thousand books, eighty periodical subscriptions, an extensive manuscript collection, and one of the more complete files of the Savannah newspapers, dating back to 1763.

STUDENT ACTIVITIES

In addition to the academic side of college life, Armstrong College offers a complete program of extra-curricular student activities designed to contribute to the development of the student and assist him in becoming an active and helpful member of the community. This program is administered by the college through the office of the Dean of Students.

STUDENT GOVERNMENT—The Student Senate is the governing body for student activities at Armstrong College. It is comprised of elected representatives of all campus organizations recognized by the Senate. It is the function of the Student Senate to coordinate, direct and control student activities and organizations at Armstrong.

CLUBS AND ORGANIZATIONS—College organizations include a dramatic club, a Glee Club, a Radio Workshop, five religious clubs, two political organizations, a Debate Forum, and other groups promoting interest in certain phases of the academic program or specific career fields.

THE MASQUERS offer membership to all students and faculty members interested in any phase of the theatre: acting, designing, lighting, make-up, costuming, and other production skills. *THE MASQUERS* possess a well equipped theater, and are under the direction of a professional dramatics director. They produce a number of plays for the community annually.

An affiliate of *THE MASQUERS* is the Armstrong Radio Workshop, formed to offer interested students an opportunity to develop techniques of radio broadcasting.

The Armstrong Glee Club is composed of students who enjoy singing and desire the satisfaction to be gained from group singing. Besides two yearly concerts at the college, the Glee Club has produced musicals with the Armstrong Masquers and sung for many civic groups in Savannah.

STUDENT PUBLICATIONS—There are two student publications at Armstrong College, *The Inkwell*, a newspaper, and the *'Geechee*, the college annual. These afford the students an opportunity to express themselves through creative writing, layout and art work, and to gain experience in these and other journalistic activities.

ATHLETIC ACTIVITIES—Armstrong College participates in intercollegiate sports competition in basketball, golf and tennis. Other sports at the college, such as volleyball, touch football, tennis, golf, softball, etc., are offered on an intramural basis with competition be-

tween volunteer intramural teams or between other interested campus organizations. All are encouraged to take part in this program.

STUDENT CENTER—The college does not operate a boarding department. The Student Center in the Hunt Building is open throughout the day and provide light lunches at reasonable prices. The Center also provides recreational facilities and houses the book store.

ADMISSION TO THE COLLEGE

An applicant for admission to Armstrong College should obtain from the Director of Admissions the complete set of admission forms:

1. Information sheet.
2. Application form.
3. Personal record of biographical data.
4. College Board and Residency Questionnaire.
5. Card of request for transcript.

Completion of all application forms and of all requirements contained therein is required of each applicant before his request for admission can be considered. No application forms will be considered unless received by the date prescribed in the calendar on page 3, which is in each case at least twenty (20) days prior to the first day of registration. Armstrong College reserves the right to terminate receipt of application forms when enrollment limits are reached.

The Director of Admissions will notify the applicant that he has been admitted if he meets the minimum requirements for admission listed below.

1. The applicant must be at least sixteen years of age and of established moral character. Armstrong College reserves the right to examine and investigate the moral worth, character, and personality of the applicant.

2. The College Entrance Examination Board Scholastic Aptitude Test is required of all applicants for admission including those who have had previous college work, except as noted in paragraph 1 under Transfer Students, page 23. The results of the tests must be filed with the Director of Admissions before the application can be considered.

The high school principal, counsellor, or the Director of Admissions of Armstrong College will supply the necessary information for making application to take the College Entrance Examination Board Scholastic Aptitude Test; or the applicant may write directly to the College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey.

3. The applicant must meet at least one of the following requirements:

a. Graduation from an accredited high school.

b. Have credit in a minimum of 16 units, as specified in section 4, below, from an accredited high school. The applicant in this category must meet further qualifications determined by the Admissions Committee.

c. Acceptable scores on the General Educational Development Tests (high school level). An overall average of 45 or above with no score less than 45 is required for application to Armstrong. An applicant twenty years of age or over, who is not a graduate of an accredited high school, may take the General Educational Development Tests (high school level). These tests comprise five (5), two (2) hour examinations and must be completed two weeks prior to registration. Additional information may be obtained from the office of the Director of Admissions.

4. A minimum of 16 units from an accredited high school is required in the fields listed below:

English	4
*Mathematics (One must be in Algebra)	2 or 3
Social Studies	2
Natural Sciences	2
Other academic units	4
Other	2 or 1

Armstrong College reserves the right to reject the credits from any high school or other institution notwithstanding its accredited status, where the college determines either from investigation or otherwise, that the quality of instruction available at such high school or institution is for any reason deficient or unsatisfactory.

5. Applicants who qualify under the terms of Numbers 3 and 4 above must also have a predicted grade point average (based on high school record, College Entrance Examination Board scores, and other pertinent data as determined by the Admissions Committee of Armstrong College) which indicates that the applicant can pursue effectively the educational program of Armstrong College.

6. If the application forms, College Entrance Examination Board Scholastic Aptitude Test scores, and properly transmitted records of the applicant are found to be complete and in proper order and the grades and scores indicate that the candidate is eligible for consideration, the applicant will be informed that his application for admission has been tentatively accepted.

He will then be directed by the Admissions Officer to appear at Armstrong College for personal testing and interview. Appointments will be made as soon as possible after his application for

*As most senior colleges require two (2) units of Algebra and one (1) unit of Plane Geometry for admission to degree programs in Engineering and/or Science, students planning to enter these fields are strongly urged to present these three (3) units in mathematics for admission to Armstrong College.

admission has been tentatively accepted. Testing and interview must be completed prior to the first day of Orientation Week or prior to the first day of registration, whichever is the earliest date. Applicants are urged to take advantage of the earliest date for testing and interview as final acceptance cannot be given until this process is completed.

At this time, every applicant will be evaluated in terms of his test scores and grades, scholastic aptitude, social and psychological adjustment, and the probability of his completing the requirements for a college degree.

In reviewing the application, the interviewing representative of Armstrong College shall consider all examination scores, scholastic records, personal data, and the applicant's ability to make the social and psychological adjustment to the college environment. Each applicant must give evidence of sturdiness of character, promise of growth, seriousness of purpose, and a sense of social responsibility. Armstrong College reserves the right, in every case, to reject any applicant whose general records and attitude do not prognosticate success in Armstrong College notwithstanding the completion of other requirements. Armstrong College reserves the right further to test any applicant extensively by the use of psychological, achievement, and aptitude tests.

7. The Admissions Committee shall review any application directed to it by the Director of Admissions for total study and subsequent recommendation to the Director of Admissions.

8. Acceptance or rejection of each and every application will be determined by the Director of Admissions, subject to the right of appeal as provided in the Faculty Statutes of Armstrong College and the by-laws of the Board of Regents of the University System.

9. APPLICATION FORM DEPOSIT: A validating deposit of $15.00 must accompany each complete application form before it can be given official consideration. This deposit does not bind Armstrong College to admit the applicant nor does it indicate acceptance of the applicant's qualifications. If the applicant is admitted, the deposit will be applied towards tuition for the quarter following acceptance. The deposit will be refunded to the applicant if he is not eligible for admission. Any student who withdraws during the first quarter of his attendance shall have his admission deposit deducted before any computation is made of the refund to which he may be entitled.

TRANSFER STUDENTS

1. Students who desire to transfer to Armstrong College from another college in the University System of Georgia will not be required to present scores of the College Entrance Examination Board

Scholastic Aptitude Test. Those students who transfer from colleges outside the University System of Georgia will be required to present scores of the College Entrance Examination Board Scholastic Aptitude Test. In every other respect, transfer students must comply with admission requirements of entering freshmen.

Testing and interviews must be completed prior to the first day of Orientation Week or prior to the first day of registration, whichever is the earlier date. Applicants are urged to take advantage of the earliest date for testing and interview as final acceptance cannot be given until this process is completed.

2. Transfer students should refer to the foregoing information relative to the admission procedures, requirements, and dates of filing the completed application with the Office of the Director of Admissions.

3. Transfer applicants must comply with the policy of the Board of Regents in furnishing the certificate found in the official application for admission form.

4. The applicant must request that official transcripts showing evidence of studies pursued at all other colleges or universities be sent to the Director of Admissions. These transcripts must furnish a statement of honorable dismissal. Completion of ALL application forms is required of each applicant for admission by transfer from other institutions before his request for admission can be considered. It should be understood that only those applicants will be admitted whose past records indicate a favorable prospect of successful study with the faculty and with other students in college. Every transfer student seeking admission will be evaluated for aptitude, achievement, motivation, social and psychological adjustment, scholastic performance and probability of completing the requirements for a degree.

5. Armstrong College reserves the right to deny admission to any student transferring to Armstrong College when, in the opinion of the Director of Admissions, the academic standards or the admission procedures of the institution(s) previously attended are not equivalent or comparable to those existing at Armstrong College.

6. When a transfer applicant's qualifications are in question, the Director of Admissions, at his discretion, will refer the application in totality to the Admissions Commitee for its review and recommendation. However, the final determination of the applicant's eligibility for admission to the College will be made by the Director of Admissions.

7. Acceptance or rejection of each and every application will be determined by the Director of Admissions, subject to the right of appeal as provided in the by-laws of the Board of Regents of the University System.

8. APPLICATION FORM DEPOSIT: A validating deposit of $15.00 must accompany each completed application form before it can be given official consideration. This deposit does not bind Armstrong College to admit the applicant nor does it indicate acceptance of the applicant's qualifications. If the applicant is admitted, the deposit will be applied towards tuition for the quarter following acceptance. The deposit will be refunded to the applicant if he is not eligible for admission.

9. The amount of academic credit that Armstrong College will allow for work done in another institution within a given period of time may not exceed the normal amount of credit that could have been earned at Armstrong College during that time. A maximum of sixty (60) academic quarter hours from an accredited college may be applied in the program for which the applicant desires to enroll.

10. Courses transferred for credit from other colleges or universities must have an over-all average of "C" grade. Under no circumstances will credit be allowed for courses in freshman English unless the grades received are "C" or better. College credit will not be allowed for such courses as remedial English and remedial mathematics or courses basically of secondary school level.

11. It is the policy of the Board of Regents that the total number of hours that may be earned toward an associate degree by extension courses shall not exceed 22½ quarter hours.

Admission of Veterans

Armstrong College of Savannah will accept veterans who are not high school graduates if their official General Educational Development tests show scores that indicate the applicant's ability to do college work. A Certificate of Eligibility and Entitlement (VA Form VB 7-1993) is required of every veteran who attends this institution under Public Law 550 (Korean Bill), application for which may be completed at the Veterans Administration office at 300 Drayton Street, Savannah, Georgia, or at the State Department of Veterans Service, 10 East Bay Street, Savannah, Georgia. Immediately upon receipt of Certificate of Eligibility and Entitlement from the Veterans Administration the student should contact the Armstrong College Veterans Office regarding processing of certificate and future monthly reports. All veterans attending Armstrong College under Public Law 550 should be prepared to pay tuition and fees at time of registration.

Physical Examinations

Each day student must submit a completed physical examination report on the forms furnished by the college before he can complete

his registration. On the basis of the examination, the physical education director will adapt a program of training and recreation to individual requirements. This regulation is not applicable to students enrolled in the Evening Program.

The following is a resolution adopted by the Board of Regents at its meeting held in Atlanta, Georgia on March 12, 1958

"RESOLVED, That the requirements for admission to the various institutions of the University System of Georgia be amended so that the following additional requirements must be met:

1. Any resident of Georgia applying for admission to an institution of the University System of Georgia shall be required to submit certificates from two citizens of Georgia, alumni of the institution that he desires to attend, on prescribed forms, which shall certify that each of such alumni is personally acquainted with the applicant and the extent of such acquaintance, that the applicant is of good moral character, bears a good reputation in the community in which he resides, and, in the opinion of such alumnus, is a fit and suitable person for admission to the institution and able to pursue successfully the courses of study offered by the institution he desires to attend.

   Provided, however, that any applicant who seeks admission to an institution with an enrollment less than 1000 students and who lives in a county in which no alumnus of the institution he wishes to attend resides, may furnish a certificate from the Judge of the Superior Court of his circuit in lieu of the certificate from alumni. In such a case the certificate of the Judge of the Superior Court shall set forth the same facts that the alumni certificate must contain in other cases.

   Each such applicant shall also submit a certificate from the Ordinary or Clerk of the Superior Court of the county in which the applicant resides that such applicant is a *bona fide* resident of such county, is of good moral character and bears a good reputation in the community in which he resides. However, any applicant who lives in a county having a population of 100,000 or more, may submit in lieu of the certificate from the Ordinary or Clerk of the Superior Court a certificate, on a prescribed form, from a third alumnus of the institution that applicant desires to attend. This third alumnus shall be one of those on a list of alumni designated by the president of the alumni association of the institution to assist the institution in its efforts to select students of character, aptitude,

and ability and to obtain corroborating evidence regarding the place of residence of such students. The certificate of the third alumnus in counties with a population of 100,000 or more shall set forth the facts required in the certificate from the Ordinary or Clerk of the Superior Court.

2. Any non-resident of the State applying for admission to an institution of the University System of Georgia shall submit a similar certificate from two alumni of the institution that he desires to attend, or from two reputable citizens of the community in which the applicant resides. Every such applicant shall also submit a certificate from a judge of a court of record of the county, parish, or other political sub-division of the State in which he resides that he is a *bona fide* resident of such county, parish, or other political sub-division and a person of good moral character and bears a good reputation in the community in which he resides.
3. There is reserved to every institution of the University System of Georgia the right to require any applicant for admission to take appropriate intelligence and aptitude tests in order that the institution may have information bearing on the applicant's ability to pursue successfully courses of study for which the applicant wishes to enroll and the right to reject any applicant who fails to satisfactorily meet such tests.
4. There is reserved to every institution of the University System of Georgia the right to determine the sufficiency of any certificate required by this resolution; the right to determine whether any applicant has met the requirements for admission as set forth by this resolution, or otherwise, and is a fit and suitable person for admission to such institution. There is also reserved the right to reject the application of any person who has not been a *bona fide* resident of Georgia for more than twelve months.
5. If it shall appear to the president or other proper authority of any institution of the University System of Georgia that the educational needs of any applicant for admission to that institution can best be met at some other institution of the University System, he may refer the application to the Board of Regents for consideration, for reference or assignment to such other institution.
6. This resolution shall become effective immediately and catalogs of all institutions of the University System shall carry these requirements. Catalogs already printed shall carry inserts or addenda showing these requirements. The foregoing requirements shall apply to all applicants who have applied for admission to any institution of the University System of Georgia,

but have not been actually enrolled and admitted, and to all applicants who hereafter make application for admission to any such institution.

7. All alumni, ordinaries and clerks of the superior courts, called upon or requested to execute certificates on behalf of applicants for admission to any institution under any paragraph as hereinbefore provided, shall, with respect to certifications as to good moral character, reputation, fitness and suitability for admission to the institution, and ability to pursue successfully the courses of study therein, be guided and controlled by the following standards:

   (a) Age of applicant.

   (b) Past educational record, academic achievements, and overall scholastic ability of the applicant.

   (c) Temperament, demeanor and attitude of the applicant.

   (d) Any past criminal record of the applicant or other disciplinary problems.

   (e) Sobriety.

   (f) Martial status, and all other similar obligations.

   (g) Financial ability of the applicant to successfully defray all school and living expenses.

   (h) Physical and mental fitness—any nervous or other physical defects or disorders.

   (i) Any military service record of the applicant.

   (j) The general reputation of the applicant in the community in which he or she resides, as the same may be known to such alumnus, ordinary, or clerk, or as may be made known by recommendations or testimonials from persons known to such alumnus, ordinary or clerk to be reliable."

This 28th day of October, 1958.

s/s L. R. Siebert, Executive Secretary
Regents of the University System
of Georgia.

The Board of Regent at its meeting on April 22, 1959, approved the following regulations regarding classification of students as residents and non-residents of the State for fee purposes:

"RESOLVED, That the Board of Regents of the University System of Georgia shall and it does hereby declare that in order to register as a legal resident of Georgia at an institution of the Uni-

versity System, a student must establish the following facts to the satisfaction of the registering officer:

1. A student who is under 21 years of age at the time he seeks to register or re-register at the beginning of any quarter will be accepted as a resident student only upon a showing by him that his supporting parent or guardian has been a bona fide resident of Georgia for a period of at least twelve months immediately preceding the date of registration or re-registration.
2. In the event that a legal resident of Georgia is appointed as the guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of the appointment, and then only upon proper showing that such appointment was not made to avoid the non-resident fee.
3. If a student is over 21 years of age, he must show that *bona fide* residence in Georgia was established at least one year prior to the registration date. Any period of time during which a person is enrolled as a student in an educational institution in Georgia may not be counted as a part of the year's residence herein required when it appears that the student came into the State and remained in the State for the primary purpose of attending a school or college."

FEES

Application Deposit

The Application Deposit of $15.00 is made by all students at the time of initial application for admission to Armstrong College. This fee is applied as a credit against registration fees, if registration is completed the quarter following acceptance; otherwise, not refundable. The acceptance of the Application Deposit does not constitute acceptance of student. If applicant wishes to withdraw application for admission, complete refund will be made provided written request is received twenty days prior to official registration date of the quarter following acceptance. The Application Deposit will be refunded to the applicant if he is not eligible for admission. Any student who withdraws during the first quarter of his attendance shall have his admission deposit deducted before any computation is made of the refund to which he may be entitled.

Matriculation Fee

The Matriculation Fee for students registering for the normal course load of fifteen hours is $45.00. Special students (those carrying less than 12 credit hours in a quarter) will pay at the rate of $3.75 per quarter hour in Matriculation Fee.

Out of State Tuition

Non-residents of Georgia must pay a fee of $60.00 per quarter in addition to all regular fees. Special students (those carrying less than 12 credit hours in a quarter) who are not legal residents of the State of Georgia will pay at the rate of $5.00 per quarter hour Out-of-State Fee in addition to all regular fees.

Student Activity Fee

There will be a student Activity Fee of $10.00 per quarter. This fee is not refundable. Student Activity Fee will be charged to any Day Student who has registered for ten or more quarter hours. No charge will be made to Evening Program Students.

Late Registration Fee

In the Summer Session a late registration fee of $4.00 will be charged to students registering on the first day of class and a fee of $5.00 will be charged for registrations completed on the last day to register for credit.

In the Fall, Winter and Spring Quarters a late registration fee of $3.00 will be charged to students registering on the date listed in the catalog as the date on which classes begin. A fee of $4.00 will be charged for registrations completed on the day following the date on which classes begin. A fee of $5.00 will be charged for registrations completed on the date listed in the catalog as the "last day to register for credit."

Change of Schedule Fee

A fee of $2.00 is charged for the changing of a student's schedule after the registration cards have been processed. No charge is made if the change is initiated by the College. This fee is not refundable.

Graduation Fee

A Graduation Fee of $7.50 will be collected from each candidate for graduation.

Transcript Fee

Each student is entitled to one official transcript of his college work. The charge for additional copies is $1.00 each.

Music Fees

Students enrolled in Applied Music Courses will be required to pay a special fee. The fees are indicated in the description of courses found under "Course Descriptions" elsewhere in this bulletin.

Make-up Test Fee

For cause, a student may arrange with an instructor to make up an announced quiz or final examination. The arrangements to make up the announced test must be made within one week after the student returns to college.

A fee of $2.00 is charged for the making up of any announced quiz and a fee of $5.00 for a make-up final examination and laboratory examinations, except as shown below. The total charges to any one student for a final make-up examination in a given subject shall not exceed $5.00. All fees will be paid to the Business Office.

The conditions under which fees for make-up quizzes and final examinations will not be charged are as follows: The student was absent (1) on official college business; (2) due to illness; (3) because of death in the family; or (4) in observing religious holidays.

The student's reasons for claiming exemption from paying the fee must be presented in writing to the instructor.

Summary of Fees

Matriculation, per quarter	$ 45.00
Student Activity, per quarter	10.00
TOTAL FOR GEORGIA RESIDENTS	$ 55.00
Out-of-State Tuition, per quarter	60.00
TOTAL FOR NON-RESIDENTS	$115.00
Matriculation, Special Students, per quarter hour	3.75
Non-Resident Tuition, Special Students, per quarter hour (in addition to Matriculation Fee)	5.00
Application Deposit (paid only once, applied against fees)	15.00

Privilege Fees

Late Registration—Maximum	$ 5.00
Special Examinations	2.00
Final Examinations	5.00
Graduation	7.50
Transcript, first one free, each additional	1.00
Change of Schedule	2.00

Refunds

Refunds of fees will be made only upon written application for withdrawal from school. No refunds will be made to students dropping a course. Students who formally withdraw during one week following the scheduled registration date are entitled to a refund of 80% of the fees paid for that quarter. Students who formally withdraw during the period between one and two weeks after the scheduled registration date are entitled to a refund of 60% of the fees paid for that quarter. Students who formally withdraw between two and three weeks after the scheduled registration date are entitled to a refund of 40% of the fees paid for that quarter. Students who formally withdraw during the period between three and four weeks after the scheduled registration date are entitled to a refund of 20% of the fees paid for that quarter. Students who withdraw after a period of four weeks has elapsed from the scheduled registration date will be entitled to no refund of any part of the fees paid for that quarter.

Students who formally withdraw from the Summer Session are entitled to refunds as follows:

Withdrawal on 1st, 2nd or 3rd day of first week	80% refund of fees paid
Withdrawal on 4th or 5th day of first week	60% refund of fees paid
Withdrawal on 1st, 2nd or 3rd day of second week	40% refund of fees paid
Withdrawal on 4th or 5th day of second week	20% refund of fees paid

Fees and Charges are Subject to Change at the End of any Quarter

Any student delinquent in the payment of any fee due the college will have grade reports and transcripts of records held up, and will not be allowed to re-register at the college for a new quarter until the delinquency has been removed.

Scholarships

The scholarships which are available to students are listed below. Application forms may be secured in the President's office in the Armstrong Building. Those who wish to apply for a scholarship for the school year beginning in September should file an application in the President's office not later than July 15. All applicants are required to appear before an oral interview board during the month of August. Each applicant is notified in writing when to appear for his interview.

AMERICAN SOCIETY OF WOMEN ACCOUNTANTS — 1 is offered each year. Value: $100.00. (Women only are eligible.) This scholarship is awarded to a woman student from one of the local high schools who is planning to major in accounting.

ARTHUR LUCAS MEMORIAL SCHOLARSHIPS—6 are offered each year. Value: $100.00 each. (Both men and women are eligible.)

JUNIOR CHAMBER OF COMMERCE—3 are offered each year. Value: $175.00 each. (Both men and women are eligible.) One scholarship is awarded to a sophomore and one to a freshman.

EDWARD McGUIRE GORDON MEMORIAL SCHOLARSHIP—1 is offered each year. Value: $200.00. (Men only are eligible.) Applicants must be residents of Chatham County.

SAVANNAH GAS COMPANY—2 are offered each year. Value: $129.00 each. (Both men and women are eligible.) These scholarships are awarded to students in the day school only.

PANHELLENIC ASSOCIATION OF SAVANNAH—1 is offered each year to a woman student. Value: $100.00.

HARRY G. STRACHAN, III MEMORIAL SCHOLARSHIP—1 is offered for the school year 1960-61. Value: $100.00. (Both men and women are eligible.)

Student Assistants

The college employs a number of student assistants each year. These students work in the library, science laboratories, business offices and with the faculty. Those who desire such employment should apply to the staff member who is in charge of the work in which he is interested or to the President of the college.

REGULATIONS

Faculty Advisers

The Academic Dean's Office assigns a faculty adviser for every student enrolled in day or evening classes. Before registering for classes each quarter a student must consult his adviser and receive his written approval for the courses in which the student plans to enroll.

Placement Tests

To help a student select a definite objective early in his college program, the Armstrong staff administers to each entering freshman a series of interest and achievement tests. Achievement tests in English and mathematics are administered prior to admission. Placement in English and mathematics courses is determined on the basis of the student's high school record and the scores on these tests. Interest tests are administered during Freshman Week. On the basis of these objective measurements, the student's previous record, and his interest, the student with the aid of his adviser decides on a program of study which will enable him to accomplish his purpose.

Placement in "English 100"

On the basis of entrance test scores and high school record, certain students will be required to take "English 100" in their first quarter. This course must be completed with a grade of at least "C" before these students may register for any other English course. "English 100" may be repeated once, but only in the following quarter.

Physical Education Program

All day students who are carrying as many as 10 quarter hours and (or) are candidates for diplomas or certificates are required to attain credit for six physical education courses, one each quarter. A student graduating in less than six quarters may reduce the physical education requirements accordingly. Regular courses should be taken in proper sequence and two required courses should not be scheduled in any one quarter.

Students planning a one-year program may choose any three of the required physical education courses.

A student who has served a minimum of three months in the military services shall be exempt from Physical Education 11. A student who has served a minimum of six months in the military services shall be exempt from Physical Education 11 and 12. Proof of service time shall be presented.

In order for a day student to be excused from any one physical education course, he must have his or her doctor sign a special form. A student who does not plan to graduate from Armstrong College will

be allowed to register for any one quarter without physical education providing he or she signs the proper form. No student may register without a required physical education course except with written permission from the Physical Education Department.

The physical education department requires all students to make up all excused absences. Any unexcused absence from class will result in a lower final grade.

Physical education is not required of students in the evening program.

Course Load

The unit of work for a regular student is 16-17 quarter hours per quarter. A schedule of sixteen quarter hours presupposes that the average student will devote approximately forty-eight hours per week to his college classes and to his preparation therefor.

Except in engineering, permission to enroll for more than 17 quarter hours will be granted only to students who have a "B" average for the preceding quarter. The quarter just prior to graduation, a student may take an extra course which is necessary to meet requirements for graduation. No student will be allowed to register for more than 21 hours in any one quarter.

No student will be allowed to take more than 11 quarter hours of work in the Evening Program during the fall, winter and spring quarters unless he has better than a "B" average in the last quarter for which grades are available. A student will be limited to 6 quarter hours during any one term of the summer unless he has better than a "B" average in the last quarter of work for which grades are available. The limitations in the two preceding sentences apply only to students who are full-time employed. All entering students and students with full-time employment are limited to 11 quarter hours of work in the fall, winter and spring quarters; and to 6 quarter hours of work during any one term of the summer session. This regulation does not apply to transient students who are regularly enrolled in another institution.

Auditing

A student wishing to "audit" a course without receiving credit must obtain the written permission of the instructor before he registers for the course. (Policy for some courses forbids "auditing") An "auditor" cannot change to regular credit status after the first week of class. A student who registers for a course as an "auditor" receives no credit, "N. C.", on his transcript.

Admission to Class

Students will be admitted to class when the instructor is furnished an official class card indicating that he has completed his registration and paid his fees in the Business Office.

Conduct

Compliance with the regulations of the faculty and the Regents of University System of Georgia is assumed. Gambling, hazing, and the use on the campus of intoxicating beverages are prohibited.

Attendance

At Armstrong a student's responsibility towards a course includes all that transpires in class sessions as well as the subject matter of the course. Any absence whatsoever from class work entails a loss to the student.

An absence may be excused by the instructor if the student is absent

(1) on official college business,
(2) due to illness (with a doctor's certification),
(3) because of death in the immediate family,
(4) in observing religious holidays.

In unusual instances an instructor may excuse an absence for other serious reasons.

A student who has been absent from class for such a valid reason should present a written statement to his instructor. If the instructor approves the excuse, he will initial it, and the student should file the form in the Registrar's or Evening Program Office.

Excuses must be submitted within seven days from the date the student returns to school; otherwise the absence will not be excused.

Any student who has unexcused absences equal in number to the times the class meets in one week, and has one additional absence, will be dropped from class. The instructor will notify the Registrar's Office when a student should be dropped. The Registrar's Office will notify the student. A student who is dropped within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who is dropped after the third week of the quarter will receive either a W or a W/F depending upon his status at the time he withdraws or is dropped from class.

A student will be penalized for unexcused absences from the first day the class meets (even though registration is not yet completed), unless one of the four valid excuses applies.

Any student whose absences *for any cause* exceed one third of the number of times the class meets in the quarter will be dropped from the class. The student will be given W or W/F depending upon his academic status at the time he is dropped.

Withdrawals

A formal withdrawal, presented to the Registrar in writing, is a pre-requisite for honorable dismissal from, or re-entrance into this institution. Any student planning to withdraw should immediately

make such an intention known to the Registrar in writing. This notice is required to receive any authorized refunds.

A student should formally withdraw from any class by securing the signature of the instructor and his faculty adviser. This written approval should be filed in the Registrar's office. A student who withdraws within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who withdraws after the 3rd week of the quarter will receive a W or W/F depending upon his status at the time the student withdraws or is dropped from class.

Reports and Grades

It is felt by faculty that students in college should be held accountable for their scholarship. Accordingly, report cards, warnings of deficient scholarship and all such notices are not sent to parents or guardians by the Registrar except on request. Instead the students themselves receive these reports and are expected to contact their advisers whenever their work is unsatisfactory. Report cards are issued at the end of each quarter. Reports of failing grades are issued in the middle of each quarter. Each student has access to an adviser; in addition, the Registrar and all instructors are available to help any student seeking assistance.

Reports are based on the following system of grading:

A plus	96-100	Exceptional	4 honor points per quarter hour
A	90- 94	Excellent	4 honor points per quarter hour
B	80- 89	Good	3 honor points per quarter hour
C	70- 79	Fair	2 honor points per quarter hour
D	60- 69	Poor	1 honor point per quarter hour
E		Incomplete	Incomplete must be removed before mid term of the following quarter
F		Failure	Course must be repeated
W		Withdrew	Course must be repeated
W/F		Withdrew Failing	Course must be repeated

A student who receives an "E" (incomplete grade) should consult his instructor at once and arrange to complete the requirements of the course. An "E" grade which has not been removed by the middle of the succeeding quarter automatically becomes an "F".*

Any student in the Evening Program who is unable to remove a grade of "E" because of absence due to military service or conditions of employment, may appeal to the Academic Standing Committee for a waiver of this regulation.

Honors

Students who have been in attendance for three consecutive quarters taking a normal load (not less than fifteen hours per quarter), and achieving an average grade of "B" or better with no grade below

*A grade of "E" received in the Spring Quarter must be made up by mid-term of the following Fall Quarter.

that of "C" will be placed on the Permanent Dean's list. This list is published each June in the commencement program.

Graduates who meet the requirements for the Permanent Dean's List and who are graduating with an average of four honor points per quarter hour, will be designated as graduating summa cum laude (with highest distinction). The designation cum laude (with distinction) will be bestowed upon those meeting the above requirements with an average of three honor points per quarter hour.

A valedictorian will be selected by the graduating class from the five students with the highest scholastic averages in the work completed before the term in which the students graduate.

Students taking a normal load who make a grade of "B" or better in each course during any quarter will be placed on the Dean's Scholastic Attainment List.

Students in the Evening Program enrolled for ten or more hours, who earn 15 consecutive quarter hours of credit with grades of "B" or better in each course will be placed on the Dean's Scholastic Attainment List.

Dismissal

Any day student failing (except in cases excused before examinations on account of illness) to pass at least one course other than physical education in any one quarter will be dropped from the rolls of the college. Any student who fails to make an average of at least 1.6 honor points per quarter hour in all work scheduled during the first three quarters work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of the fourth quarter. At the end of the sixth quarter's work a student must have an 1.8 honor point per quarter hour average in order to re-register.

Any student in the evening program seeking credit who fails (except when excused before final examination on account of illness) to pass at least one course with a recorded grade of "D" or better in two consecutive quarters will be dropped from the rolls of the college. Any student in the evening program who fails to make an average of at least 1.6 honor points per quarter hour in the first 50 quarter hours of work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of 70 quarter hours of work. At the end of 90 quarter hours of work, a student must have an average of 1.8 honor points per quarter hour in order to re-register.

Students who have been asked to withdraw on account of academic deficiency will be re-admitted to Armstrong if the student goes to another college for one quarter and maintains a "C" average. If a student does not go to another college he may re-register at Armstrong

College after two quarters.* He re-enters on probation for one quarter, during which quarter he must make a "C" average.

Requirements for Graduation

The requirements for graduation from Armstrong College of Savannah are listed below:

1. The student will complete a program of study listed elsewhere in the catalog under "Curricula" with an average grade of "C". Any exceptions to a program may be referred by a student's adviser to the Committee on Academic Standing.
2. One-third of the work required for graduation will be completed at Armstrong College of Savannah.
3. By state law one of the requirements for a diploma or certificate from schools supported by the State of Georgia is a demonstration of proficiency in United States history and government and in Georgia history and government.
   A student at Armstrong may demonstrate such proficiency by passing
   1) History 100,
   or 2) Political Science 113 *and* History 226,
   or 3) A two hour examination in United States and Georgia history and government.
   A student should apply in writing at least one week in advance for permission to take this examination to the Chairman of the Department of History and Political Science. Examination dates are given in the calendar.
4. When exceptions to prerequisites for courses are made, permission may be granted only by the head of the department concerned. A recommendation regarding any request for exception to prerequisites for courses must be made to the department head by the course instructor. This need not be binding upon the department head.

Candidates for graduation will make application in the Registrar's office two quarters prior to the expected date of graduation.

Recommendations

The recommendations issued by the college are based on the grades the student earns, his student activity record, and the opinions expressed by his instructors on a special student rating form.

The files of the Registrar's office which include all permanent records are consulted regularly by representatives of the Federal Bureau of Investigation, the Civil Service, the local Credit Bureau and other agencies having access to confidential records. A good college record is of vital importance to a student.

*The Summer Session counts as a quarter.

PROGRAMS OF STUDY

The Degree of Associate in Arts is conferred upon those students who successfully complete one of the two-year programs in this section.

Before registration every student must plan a program of study with a faculty adviser appointed by the Academic Dean. Even if a student knows what courses are required in his program, he must have on record in the office of his adviser a copy of his program. Before a student may change his planned program he must consult his adviser.

If a student plans to transfer to another college either before or after graduation, he should acquire the catalog of that college in order to determine what courses must be completed at Armstrong to meet the degree requirements of the college to which he may transfer.

The student is responsible for securing approval for his program from his adviser and the Registrar two quarters prior to the expected date of graduation.

Courses numbered 100 to 199 are generally planned for the freshman level; courses numbered 200 to 299 are generally planned for the sophomore level.

The "core curriculum" includes certain of the courses which the college considers essential to all college educated men and women. These courses are required in all programs leading to a degree:

English 101, 102; 201, 202 (in certain terminal programs English 228 may be substituted for English 102, 201 or 202);

History 114, 115;

Natural sciences (ten quarter hours from biology, chemistry, physics, and physical science);

Physical Education 111, 112, 113, and any three courses numbered in the 200's. (For exceptions to requirements for physical education, see *Regulations,* p. 35.)

Knowledge of United States history and government and of Georgia history and government must be demonstrated in order to receive a degree or certificate. (Consult *Requirements for Graduation* on page 40.)

SENIOR COLLEGE PREPARATORY PROGRAMS

Business Administration (1)

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Physical Education	3
Physical Education 111, 112, 113	3	Business Administration 101, 102	10
Laboratory Science	10	Economics 101, 102	10
Mathematics 101	5	Political Science 113	5
Mathematics 103	5	Business Administration 260	5
Business Administration 115	5	Elective	5
TOTAL	48	TOTAL	48

Engineering (2)

This program will satisfy degree requirements for most types of engineering. The courses required for the freshman year have been planned in consultation with the Georgia Institute of Technology.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
Physical Education 111, 112, 113	3	Physical Education	3
Chemistry 101, 102	10	Mathematics 201, 202, 203	15
Mathematics 101, 102, 104	15	Physics 207, 208, 209	18
Chemistry 104	5	**History 114, 115	10
Engineering 101, 102	4	**Political Science 113	5
Engineering 109	2		
TOTAL	49	TOTAL	61

Forestry (3)

A one-year program for students in Forestry.

English 101, 102	10
Physical Education 111, 112, 113	3
Biology 121, 122	10
Economics 101	5
Engineering 101	2
Mathematics 101, 102	10
Physics 204 or Physical Science 101	5
Political Science 113	5
TOTAL	50

**3 quarters of a foreign language may be taken instead of the social sciences.

Industrial Management (5)

This program will satisfy degree requirements for the first two years of this field of engineering.

First Year

English 101, 102	10
History 114	5
Physical Education 111, 112, 113	3
Chemistry 101, 102	10
Chemistry 104	5
Engineering 101, 102	4
Engineering 109	2
Mathematics 101, 102, 104	15
TOTAL	54

Second Year

English 201, 202	10
Physical Education	3
History 115	5
Business Administration 101, 102	10
Economics 101, 102	10
Mathematics 103	5
Physics 204, 205, 206	15
TOTAL	58

Liberal Arts (6)

This program is recommended for candidates for the A.B. degree, pre-education, pre-law, pre-ministerial, journalism, social work, and other pre-professional concentrations.

First Year

English 101, 102	10
History 114, 115	10
Physical Education 111, 112, 113	3
Laboratory Science	10
Mathematics 101	5
Mathematics 102	5
*Foreign Language	10
TOTAL	53

Second Year

English 201, 202	10
Physical Education	3
*Science	10
Two of the following courses—	
History 225	
Political Science 113	
Psychology 201	
Sociology 201	
Economics 101	
Philosophy 110	10
Electives	10
TOTAL	43

*A student applying for admission to a senior college which does require the amount indicated of this subject may, with the approval of his adviser, substitute other courses required by the senior institution during the first two years.

Mathematics (7)

A program designed for those students who wish to major in mathematics.

First Year

English 101, 102—Freshman English	10
History 114, 115—Western Civilization	10
Physical Education 111, 112, 113	3
Chemistry or Biology	10
Mathematics 101—College Algebra	5
Mathematics 102—Trigonometry	5
Mathematics 104—Analytic Geometry and Calculus	5
TOTAL	48

Second Year

English 201, 202—Sophomore English	10
Mathematics 201, 202, 203	15
Physical Education	3
Physics 204, 205, 206, 207, 208, 209	10
Electives	10
TOTAL	48

Medical Technology (8)

This program is designed for those students who desire a Bachelor of Science degree in Medical Technology.

First Year

English 101, 102	10
Biology 124, 225, 226	15
Mathematics 101, 102	10
Chemistry 101, 102, 104	15
Physical Education 111, 112, 113	3
TOTAL	53

Second Year

English 201, 202	10
Biology 230	6
History 114, 115	10
French or German 101-102	10
Elective	5
Physical Education	3
TOTAL	44

Music (38)

English 101, 102	10
History 114, 115	10
Physical Education	3
Applied Music	6
Music Theory 110, 111, 112	9
Electives	10
TOTAL	48

Physical Education (9)

First Year

English 101, 102	10
History 114, 115	10
Physical Education 111, 112, 113	3
Biology 124, 225	10
Home Economics 232—Nutrition	5
Mathematics 9 or 101	5
*Electives	5
TOTAL	48

Second Year

English 201, 202	10
Physical Education	3
Biology 108, 109	10
**Physical Education 203	2
Physical Education 114	2
Psychology 201	5
Psychology 202	5
Sociology 202	5
Electives	6
TOTAL	48

Physics (10)

A program designed for those students who wish to major in Physics.

First Year

English 101, 102	10
Physical Education 111, 112, 113	3
Chemistry 101, 102, 104	15
Mathematics 101	5
Mathematics 102	5
Mathematics 104	5
Engineering 101, 102, 109	6
TOTAL	49

Second Year

English 201, 202	10
Physical Education	3
Mathematics 201, 202, 203	15
Physics 207, 208, 209	18
History 114, 115	10
Political Science 113	5
TOTAL	61

Pre-professional: Dentistry (11)

This program is designed for those students who wish to prepare themselves for the study of Dentistry after completing three or more years of academic studies.

First Year

English 101, 102	10
Biology 124, 225, 226	15
Mathematics 101, 102	10
Chemistry 101, 102, 104	15
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

English 201, 202	10
History 114, 115	10
Biology 230	6
French or German 101, 102	10
Electives	10
Physical Education	3
TOTAL	49

*It is recommended that English 228 be taken as an elective course.

**The student is exempt from this course if he has a Red Cross "Senior Life Saving Certificate."

Pre-professional: Medicine (12)

This program is designed for those students who wish to prepare themselves for the study of medicine after completing three or more years of academic studies.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
Biology 124, 225, 226	15	Biology 230	6
Chemistry 101, 102, 104	15	French or German 101, 102	10
Mathematics 101, 102	10	History 114, 115	10
Physical Education 111, 112, 113	3	Electives	10
		Physical Education	3
TOTAL	53	TOTAL	49

Pre-professional: Nursing (13)

This is a one year program for those students who wish to obtain their freshman requirements to be transferred to a school of nursing offering the B.S. degree. The program as outlined is intended to satisfy the requirements of the Medical College of Georgia School of Nursing. Students planning to transfer credits are urged to consult the pre-nursing advisor in order to be sure that they are taking the proper courses.

English 101, 102	10
History 114, 115	10
Biology 108, 109	10
Chemistry 101	5
Sociology 201	5
Psychology 201	5
Physical Education 111, 112, 113	3
TOTAL	48

Pre-professional: Optometry (14)

The requirements for admission to the schools and colleges of optometry in the United States are relatively uniform but are not identical. The practice of optometry in all states is regulated by Boards of Examiners in Optometry. The following concentration will prepare a student for transfer to any school or college of optometry in the United States and Canada.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Biology 230	6
Biology 124, 225, 226	15	Mathematics 102, 104	10
Chemistry 101, 102	10	Sociology 201	5
Mathematics 101	5	Psychology 201	5
Physical Education 111, 112, 113	3	Electives	10
		Physical Education	3
TOTAL	53	TOTAL	49

Pre-professional: Pharmacy (15)

This is a two-year concentration for those students who wish to obtain their freshman requirements for entrance to a school of pharmacy. The regional schools of pharmacy require three years minimum in residence at the School of Pharmacy.

This program is designed for those students who wish to prepare themselves for the study of Pharmacy after completing two years of academic studies. All students of Pharmacy are required to complete a five-year program, two of which are in Pre-Pharmacy and three in an accredited School of Pharmacy.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Economics 101	5
Mathematics 101, 102	10	Political Science 113	5
Chemistry 101, 102, 103	15	Physics 204	5
Physical Education 111, 112, 113	3	Biology 124, 225, 226	15
		Electives	10
TOTAL	48	Physical Education	3
		TOTAL	53

Pre-veterinary Medicine (16)

This is a one-year program for those students who wish to obtain their freshman requirements to be transferred to a senior institution. Some colleges and universities require a veterinary student to begin specializing in his second year. If a student desires a well-rounded foundation for the study of veterinary medicine, it is recommended that he pursue the two year pre-medical program.

English 101, 102	10
Physical Education 111, 112, 113	3
Biology 124, 225, 226	15
Chemistry 101, 102	10
Mathematics 101, 102	10
TOTAL	48

Teaching (17)

The subjects required in the freshman and sophomore years by colleges preparing teachers are: English, history, mathematics, sciences, social studies and physical education. The program below enables prospective teachers to be certified by the State Department of Education as having completed two years of college and entitles the student to the Associate in Arts Degree.

First Year

English 101, 102	10
History 114, 115	10
Biological Science	10
Physical Education 111, 112, 113	3
Political Science 113	5
Art 101 or Music 200	5
*Electives	5
TOTAL	48

Second Year

Education 201	5
English 201, 202	10
Mathematics 9 or 101	5
Physical Education	3
Psychology 201	5
*Electives	20
TOTAL	48

TERMINAL PROGRAMS

Business Administration: Accounting (18)

First Year

Business Administration 101, 102	10
English 101, 102	10
History 114, 115	10
Natural Science	10
Physical Education 111, 112, 113	3
Elective	5
TOTAL	48

Second Year

Business Administration 201T, 202T	10
English 201, 202, or English 201, 228	10
Economics 101, 102	10
Business Administration 260	5
Business Administration 115	5
Physical Education	3
Electives	5
TOTAL	48

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

Business Administration 236T, 237T—Income Tax Accounting	10
Business Administration 229T—Cost Accounting	5
Business Administration 207T, 208T	10
Electives chosen from Business Administration, Economics or Industrial Technology courses	20
TOTAL	45

Business Administration: General (20)

First Year

English 101, 102	10
History 114, 115	10
Business Administration 101, 102	10
Natural Science	10
Business Administration 260	5
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

Economics 101, 102	10
English 201, 202 or English 201, 228	10
Business Administration 115	5
Electives	20
Physical Education	3
TOTAL	48

*Recommended electives for elementary teachers include health, geography, economics, Georgia problems (Social Science 104), English 228 and additional science courses.

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

Business Administration 207T, 208T	10
Business Administration 151T	5
Business Administration 161T	5
Business Administration 162T	5
Business Administration 231T	5
Economics 125T	5
Economics 126	5
Economics 127T	5
Economics 128T	5
Economics 129T	5
Economics 130T	5
Economics 133	5
Economics 132T	5

Students interested in the field of Industrial Management may substitute 15 hours in the Industrial Technology Curriculum from the following courses:

IT 121	3
IT 122	3
IT 123	3
IT 124	3
IT 127	3
IT 128	3

Business Administration: Transportation (21)

As a communications center, Savannah offers many opportunities to students trained in traffic and transportation management. A committee of experts from business, industry, the railroads and truck lines, in consultation with the evening college staff, proposed the professional classes listed below.

First Year

English 101, 102	10
History 114, 115	10
Business Administration 151T	5
Business Administration 152T	5
Business Administration 153T	5
Economics 101, 102	10
TOTAL	45

Second Year

English 201, 202 or English 228 and Business Administration 115	10
Natural Science	10
Business Administration 155T	5
Business Administration 101, 102	10
Any two of the following courses— Bus. Adm. 207T Econs. 125T Econs. 126 Econs. 128T Econs. 129T Econs. 130T Bus. Admin. 260	10
TOTAL	45

Students desiring further training in this general field may select five other subjects listed under the Business Administration: General (20). A certificate will be awarded upon completion of 45 hours additional work.

Transportation (22)

Students wishing a thorough background in transportation may receive a certificate upon satisfactory completion of the following program:

B.A. 151T	5
B.A. 152T	5
B.A. 153T	5
B.A. 155T	5
Economics 101, 102	10
English 101, 102 or English 228 and B.A. 115	10
Any two of the following courses:	10
Business Administration 207T	
Economics 125T	
Economics 126	
Economics 128T	
Economics 129T	
Economics 130T	
Business Administration 260	
TOTAL	50

Business Administration: One-Year Program (23)

A one year program in Business Administration (with emphasis on business courses) for those persons who may not wish to complete the two-year concentration. A certificate will be awarded to those who successfully complete the program.

Business Administration 101, 102	10
Business Administration 115	5
Business Administration 260	5
Economics 101, 102	10
English	5
Mathematics	5
Physical Education	3
Elective	5
TOTAL	48

Commerce: Secretarial (24)

This program is designed to meet the needs of those students who wish to qualify for secretarial positions in business. If, because of prior training, a student is permitted by the instructor to omit the beginning

theory courses in shorthand or typing, the student must choose elective subjects to supplement the total college hours required.

First Year		Second Year	
English 101, 102	10	Business Administration 101	5
History 114, 115	10	English 201, 202, or English 201, 228	10
Physical Education 111, 112, 113	3	Commerce 213	5
Natural Science	10	Commerce 201, 202, 203	6
Commerce 101, 102, 103	6	Commerce 211, 212	6
Commerce 111, 112, 113	9	Physical Education	3
		Business Administration 115	5
		Electives	8
TOTAL	48	TOTAL	48

Commerce: Stenographic (25)

A student who has only one year to spend in college may acquire some of the clerical skills which will enable her to secure employment as a stenographer or clerk. Whether a student will be placed in beginning theory classes of shorthand or typing will depend upon how much previous training she has had in those subjects; a more advanced standing must be approved by the instructor. A certificate is awarded upon completion of the following program.

Commerce 101, 102, 103	6
Commerce 111, 112, 113	9
Commerce 213	5
Business Administration 101	5
English 101, 102	10
Physical Education 111, 112, 113	3
Business Administration 115	5
Elective	5
TOTAL	48

Human Relations* (27)

The Terminal sequence in Human Relations is designed to start with the student's immediate interests in learning, methods of study and aptitude measurement. The next course, on principles and facts about the individual's growth, needs, feelings and learning about the world around him is followed by a practical application through experiments or projects using the objective methods of psychology. This leads to a study of a person's relationship to his social groups, a study of marriage and family adjustments, principles and facts about the way that our society is organized and finally to a practical study of needs

*Students in other concentrations may elect any Psychology or Sociology course in this program without adhering to the above sequence. Prerequisites are necessary in Psychology 202, Psychology 203, and Psychology 205.

and resources for human adjustment in our community. A student who completes this sequence should have a basic understanding of himself and others that will improve his effectiveness in his family, his work (whether in the home or employed elsewhere), his social relationships and his responsible participation in community living.

First Year

English 101, 102	10
History 114, 115	10
Physical Education 111, 112, 113	3
Mathematics 9 or 101	5
Political Science 113	5
Psychology 100	5
*Psychology 201	5
Psychology 202	5
TOTAL	48

Second Year

English 201, 202	10
Biology 124, 225 or Biology 101, 102	10
Physical Education	3
Sociology 202	5
Psychology 203	5
Sociology 201	5
Sociology 203T	5
Elective	5
TOTAL	48

Liberal Arts (28)

A student in the Terminal Liberal Arts program may select the remainder of his electives from any courses offered by the college in order to prepare for a vocation or to pursue a special interest.

First Year

English 101, 102	10
History 114, 115	10
Physical Education 111, 112, 113	3
Natural Science	10
Mathematics 9 or 101	5
**Electives	10
TOTAL	48

Second Year

English 201, 202	10
Physical Education	3
**Electives	35
TOTAL	48

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

History 225	5
Philosophy 110	5
Select 20 hours from the following French, German, Spanish, or Russian Two additional laboratory (double) or mathematics courses	20
Electives	15
TOTAL	45

*The sequence of Psychology 201, 202 represents Introductory Psychology.

**A student must elect 20 hours from at least three of the following subjects: Foreign Language, Political Science, Economics, Fine Arts, Philosophy, Psychology, Sociology, Mathematics (other than Mathematics 103).

Medical Office Assistant (40)

This two year curriculum leading to the degree of Associate in Arts is designed to develop a graduate who can meet the ever-increasing demand for efficient assistants trained not only in standard office operations but also in professional ethics and the routine technical procedures that are commonly carried on in the physician's office. In addition, the student will have a good background in the area of general education.

The Medical Office Assistant must be prepared to act as receptionist, office nurse, secretary and laboratory assistant. She must be tactful, understanding and discreet, as well as meticulously accurate in laboratory work and the keeping of medical and financial records. Such an assistant would be in demand not only in physicians' offices but in hospitals, clinics, public health agencies, and a number of other institutions in the areas of health and welfare.

First Year		Second Year	
Commerce 101, 102, 103	6	Biology 210, 120T	10
Commerce 111, 112, 113	9	Chemistry 101	5
English 101, 102	10	English 201	5
Biology 108, 09	10	English 202 or 228	5
History 114	5	History 115	5
Business Administration 101	5	Commerce 224	5
Physical Education 111, 112, 113	3	Commerce 228	5
		Psychology 201	5
TOTAL	48	Physical Education	3
		TOTAL	48

TECHNICAL INSTITUTE PROGRAMS

LEADING TO THE DEGREE OF ASSOCIATE IN SCIENCE

Basic Subjects Required in all Technical Institute Programs

Course descriptions for Technical Institute Programs are listed elsewhere in this Bulletin. A student may register for any of the subjects in the program of his choice as soon as he has met the prerequisites.

Six programs leading to the degree of Associate in Science are offered by the Armstrong Evening Program. These are two year terminal programs which qualify the student as a technician in his chosen field. Curriculums are available in the following technologies: Building Construction, Civil and Electronic. In addition three other programs are offered in cooperation with the Union Bag-Camp Paper Corporation in Chemical, Industrial and Mechanical technologies. In these three fields the basic courses are taught at Armstrong College by the college staff. The advanced technical courses are conducted at the plant

of the Union Bag-Camp Paper Corporation by fully qualified company personnel. Excellent shop, laboratory and classroom facilities are available. These courses are fully accredited by Armstrong College and are not restricted to employees of the company.

Tuition for Technical Institute courses taught at Armstrong College is the same as for other evening program courses. Tuition for the courses conducted at the Union Bag-Camp Paper plant is $1.00 per credit hour, payable to Armstrong College.

Classes are scheduled whenever possible with duplicate or extra sessions to accommodate shift workers with rotating work hours.

**English 100 or 101	Freshman English	5
GT 114	Technical Mathematics I (or Math 101)	5
GT 115	Technical Mathematics II (or Math 102)	5
Physics 204	Mechanics	5
*Physics 205	Electricity	5
Physics 206	Heat	5
Engineering 101	Engineering Drawing	2
Psychology 204T or	Applied Industrial Psychology	5
IT 128T	Personnel Motivation	3
GT 113	Technical Report Writing	3
GT 112 or	Public Speaking	3
English 228	Fundamentals of Speech	5

Building Construction Technology (39)

Building Construction Technology deals with the design, construction and construction supervision of homes, industrial plants, offices, schools and hospitals. The student is taught to design, draw plans and follow through with construction details and methods.

Graduates in this program will be qualified for many positions, including engineering draftsman, general contractor, junior engineer, architectural draftsman and estimator, building inspector, and many others.

Civ. T 121	Elementary Surveying	6
BCT 121	Graphics	6
Civ. T 143	Mechanics of Materials	6
BCT 211	Wood and Steel Construction	5
BCT 212	Concrete Construction	5
Civ. T 212	Structural Drafting I	2
Civ. T 213	Structural Drafting II	2
BCT 222	Building Design I	6
BCT 223	Building Design II	6
BCT 224	Building Design III	6
BCT 142	Construction Materials and Estimates	5
BCT 243	Building Equipment	3
BCT 231	Architectural History	3
		61

*Not required for Electronics and Communications Technology.
**Depending on Placement Test.

Chemical Technology (31)

The curriculum for Chemical Technology has been designed to meet the needs of the chemical, paper and other related heavy industries for competent and well-trained technicians. The program gives the student a working knowledge of the fundamental branches of formal chemistry and chemical engineering.

Industries are placing greater emphasis every year on instrumental methods of analysis which are far more rigid and precise than formal chemical methods. The student completing the curriculum in Chemical Technology will acquire training in the theory and use of these electronic, optical and thermal instruments.

Positions open to graduates are assistant to research personnel, control chemist, assistant to chemical engineers, analyst and pilot plant assistant, as well as many others.

Chemistry 101	General Inorganic	5
Chemistry 102	General Inorganic	5
Chemistry 104	Qualitative Inorganic Analysis	5
Engineering 102	Engineering Drawing	2
Chemistry 280a	Quantitative Inorganic Analysis	4
Chemistry 280b	Quantitative Inorganic Analysis	3
*GT 111	Industrial Safety	1½
*Civ. T. 120	Elementary Industrial Statistics	3
*CT 121	Experimental Design	3
Civ. T. 160	Material Balances	3
Civ. T. 161	Energy Balances	3
*CT 162	Elementary Chemical Processes	4
*CT 165	Industrial Chemistry	4
		45½

In addition, the student will select one of the two options listed below, either paper and pulp or chemical.

Pulp & Paper Option

*CT 140—Basic Wood Technology, Pulping, Pulp Preparation, and Pulp Testing, Part I	4
*CT 141—Part II	4
*CT 142—Paper Making, Paper Converting, and Paper Testing, Part I	4
*CT 143—Part II	4
*CT 164—Wood Structure and Properties	4
	20

*These courses will be taught in the plant of the Union Bag-Camp Paper Corporation.

Chemical Option

Engineering 103—Engineering Drawing		2
GT 120—Technical Mathematics III or Mathematics 104		5
Mathematics 114—Slide Rule		2
*CT 150—Organic Chemistry		5
*CT 151—Industrial Chemical Analysis		3
		17

Civil Technology (34)

Civil Technology covers one of the broader fields in the Technical Institute Program. The civil technician is a surveyor, a construction man on buildings of all kinds, highways and railroads, hydroelectric projects, locks, dams, tunnel and similar projects. He is trained to handle work in any of these fields with a minimum of supervision.

BCT 142	Construction Materials and Estimates	5
Civ. T 121	Elementary Surveying	6
Civ. T 122	Route Surveying	5
Civ. T 131	Highway Construction	3
Civ. T 143	Mechanics of Materials	6
BCT 211	Wood and Steel Construction	5
BCT 212	Concrete Construction	5
Civ. T 212	Structural Drafting I	2
Civ. T 213	Structural Drafting II	2
Civ. T 223	Land Surveys	5
Civ. T 224	Topographic and Contour Surveying	4
Civ. T 232	Heavy Construction	4
Civ. T 241	Hydraulics	6
		58

Electronics & Communication Technology (36)

This course gives the student training in the fields of electrical and electronic circuitry, transmission lines, radiation, wave filters, instrumentation and test equipment, telephony, AM and FM radio, television and radar.

GT 120	Technical Mathematics III or Math 104	5
Elec. T. 111	Measurements	4
Elec. T. 121	Direct Current Circuits	6
Elec. T. 122	Alternating Current Circuits I	6
Elec. T. 131	Basic Electronics	6
Elec. T. 223	Alternating Current Circuits II	4
Elec. T. 232	Industrial Electronics	6
Elec. T. 233	Advanced Electronics	4
Elec. T. 234	Semiconductors	4
Elec. T. 241	Communications Circuits I	6
Elec. T. 242	Communications Circuits II	4
Elec. T. 254	Electrical Machinery	4
Elec. T. 261	Communications Technology I	6
Elec. T. 262	Communications Technology II	4
Elec. T. 263	Television Technology	4
		73

*These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

Industrial Technology (32)

The curriculum in Industrial Technology is designed to enable the graduate to compete successfully for a variety of supervisory and management positions in manufacturing industries. These positions are in such categories as personnel work, quality control, methods and cost control, and the equipment, planning and production functions. The graduate will also be qualified for many staff positions with transportation, distributing and utility companies, and for the operation of private business.

Economics 101	Principles and Problems of Economics	5
Economics 102	Principles and Problems of Economics	5
Economics 128T	Principles of Marketing	5
Business Adm. 101	Principles of Accounting	5
Engineering 102	Engineering Drawing	2
Engineering 103	Engineering Drawing	2
Chemistry 101	General Inorganic	5
Chemistry 102	General Inorganic	5
*GT 111	Industrial Safety	1½
*IT 120	Manufacturing Processes	3
*IT 121	Production Organization	3
*IT 122	Economic Analysis	3
*IT 123	Production and Cost Control	3
*IT 124	Time and Motion Study	3
*IT 125	Mechanical Methods	2
*IT 126	Advanced Time and Motion Study	3
*IT 127	Data Presentation	3
*IT 128	Personnel Motivation	3
		61½

Mechanical Technology (37)

This field embraces the manufacture and production of mechanical products and the tools, machines and processes by which they are made. In a broad sense mechanical technology is the creation and utilization of mechanical power, and men with technical institute type of training in this field possess a knowledge that is basic to companies in nearly every line of business throughout the world.

Positions open to mechanical technicians include various kinds of inspection, maintenance men, engineer's assistant, foreman in various fields, production supervisor and junior designer of machines or tools and dies.

*These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

Chemistry 101	General Inorganic	5
Chemistry 102	General Inorganic	5
Economics 101	Principles and Problems	5
Engineering 102, 103	Engineering Drawing	4
Civ. T 143	Mechanics of Materials	6
*MT 120	Tools and Methods	5
*GT 111	Industrial Safety	1½
*IT 120	Manufacturing Processes	3
*IT 125	Mechanical Methods	2
*MT 122	Machine Shop	5
*MT 123	Metallurgy, Welding, Heat Tr.	6
**MT 126	General Sheet Metal	3
*MT 127	Industrial Electricity	4
*MT 128	Fluid Mechanics	5
*IT 124	Time, Motion Study	3
		62½

*These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

**This class will be conducted at the plant of the Great Dane Trailers, Inc.

Course Descriptions

Armstrong College reserves the right to (1) withdraw any course for which less than ten students register, (2) limit the enrollment in any course or class section, (3) fix the time of meeting of all classes and sections, and (4) offer such additional courses as demand and faculty warrant.

No credit will be given in beginning courses in languages where the same or similar courses have been presented for admission from high school.

Where two or more courses are listed under one description no credit for graduation will be given until the sequence is completed, for example: Biology 101-102.

Economics and Business Administration courses marked with a T are terminal courses, and do not transfer to the University of Georgia. Technical Institute courses transfer only to another Technical Institute.

After each course name, there are three numbers in parentheses. The first number listed is the number of hours of lecture; the second, the number of hours of laboratory; and the third, the number of quarter hours of credit the course carries. For example: Biology 121-General Botany (3-4-5).

Art

Art 101—*Creative Art* (3-4-5). Spring.

Drawing, painting and design principles, with some pertinent background history. Introductory practice in techniques, and application to every day life needs.

Art 113—*Ceramics* (5-0-5).

A beginner's course in the fundamentals of pottery and clay modeling. Various ways of forming clay, decorating, glazing and firing suitable subjects.

Art 114—*Ceramics* (5-0-5).

A continuation of the beginner's course with emphasis on design, using the potter's wheel and understanding the use of glazes. Work may be developed in pottery or clay sculpture.

Art 290—*Introduction to the History of Art* (5-0-5).

The formal characteristics of the painting, sculpture, architecture and some of the minor arts will be analyzed in their stylistic and symbolic developments which will be discussed in relation to the changing cultural backgrounds.

Art 291—*Introduction to the History of Modern Art* (5-0-5).

A survey of world art during the eighteenth, nineteenth, and twentieth centuries. The formal characteristics of the painting, sculpture, architecture and some of the minor arts will be analyzed in their stylistic and symbolic developments which will be discussed in relation to the changing cultural backgrounds.

Biology

Biology 101-102—*Human Biology* (10-0-10). Winter and Spring. Four lectures and one demonstration period.

A basic course intended to acquaint the student with biological principles and their application to the human organism. The second quarter is a continuation of the first; no credit is allowed toward graduation until the sequence is completed.

Biology 108-109—*Human Anatomy and Physiology* (6-8-10). Fall and Winter.

A basic course considering the gross anatomy, histology, and physiology of the organ systems. Laboratory work includes thorough dissection of a typical mammal as well as basic experiments in physiology. The second quarter is a continuation of the first; no credit is allowed toward graduation until the sequence is completed. Not open to pre-professional students in the biological sciences.

Biology 121—*General Botany* (3-4-5). Fall.

A study of the structure of the roots, stems, and leaves, basic physiology and ecology of plants. Laboratory work on representative species.

Biology 122—*General Botany* (3-4-5). Spring. Prerequisite: Biology 121.

A study of reproduction, heredity, and evolution of seed plants, with studies of representative species of the other major plant groups. Laboratory work includes frequent field trips.

Biology 124—*General Zoology* (3-4-5). Fall and Spring.

A survey of principles in biology, with accent upon cellular phenomena.

Biology 210—*Microbiology* (3-4-5). Spring. Prerequisites: ten hours of a biological science with laboratory and five hours of inorganic chemistry.

An introduction to the study of micro-organisms with primary emphasis on bacteria. The morphology, life history, and public health importance of representative bacteria, molds, viruses, protozoa, and helminths are considered.

Biology 225—*General Zoology* (3-4-5). Winter. Prerequisite: Biology 124, or Biology 101-102, or Biology 121-122.

A survey of the invertebrate animals, their biology, structure, and relation to other animals.

Biology 226—*General Zoology* (3-4-5). Spring. Prerequisite: Biology 124 or 101-102, or Biology 121-122.

A study of the structure, body functions, interrelations, and natural history of the vertebrate animals.

Biology 230—*Comparative Vertebrate Anatomy* (3-6-6). Fall. Prerequisites: Biology 225 and 226.

A study of the anatomy and evolution of the organ systems of the vertebrates.

Biology 20T—*Clinical Laboratory* (3-4-5). Prerequisite: sophomore standing.

Professional assistance to the doctor: sterilization of gloves and instruments; injections; urinalysis, hemotology, hemoglobin determinations; EKG and basal metabolism techniques.

Business Administration

Business Administration 101—*Principles of Accounting, Introductory* (5-0-5). Fall, Winter and Spring.

An introduction to the fundamental principles and procedures of accounting, including a study of the journal, the ledger, working papers, accounting, statements, controlling accounts, special journals and the voucher adjustment system.

Business Administration 102—*Principles of Accounting, Introductory* (5-0-5). Winter and Spring. Prerequisite: Business Administration 101.

An application of accounting principles to certain problems such as the proprietorship, the partnership, the corporation, departmental operations, manufacturing accounts and the analysis of financial statements.

Business Administration 115—*Business Correspondence* (5-0-5). Fall and Spring.

Covers various aspects of business and technical report writing. Attention is given to vocabulary building, a review of the mechanics of grammar, and techniques of business writing. Letter studies include: sales, credit, collection, promotion, application, routine, personal, and formal. Information relative to effective policies in these areas is considered.

Business Administration 151T—*Introduction to Transportation* (5-0-5). Fall.

History of transportation; development leading to legislative supervision of railroads; developments leading to Federal regulation of carriers, other than railroads; freight classifications; principles of freight rates and tariff.

Business Administration 152T—*Elementary Rates and Tariffs.* (5-0-5). Winter. Prerequisite: Business Administration 151T or permission of instructor.

Shipping documents and their application; special freight services; freight claims, overcharge and loss and damage; freight tariff circulars; construction and filing of tariffs; terminal facilities and switching; and demurrage.

Business Administration 153T—*Advanced Rates and Tariffs* (5-0-5). Prerequisite: B.A. 152T or permission of instructor.

Through routes and rates, overcharges and undercharges, loss and damage, import and export traffic, Rate and Classification Committee procedure.

Business Administration 155T—(5-0-5).

Evolution, construction and intepretation of the Interstate Commerce Act; creation and organization of the Interstate Commerce Commission; practice before the Interstate Commerce Commission, general review.

Business Administration 161T—*Principles of Insurance* (5-0-5). Prerequisite: Economics 102.

A comprehensive treatment of the insurance field: an explanation of the different types of insurance and fundamental underlying principles, the organization of the insurance business and accepted insurance practices.

Business Administration 162T—*Real Estate Principles* (5-0-5). Prerequisite: Economics 102.

A consideration of the general principles of property utilization, the law dealing with ownership, transfer of title and liens; the appraisal process, determinants of values, the real estate cycle, management and salesmanship and regulatory legislation.

Business Administration 201T—*Principles of Accounting, Intermediate* (5-0-5). Spring. Prerequisite: Business Administration 101.

Basic accounting theory and the solution of problems requiring an application of accounting theory.

Business Administration 202T—*Intermediate Accounting* (5-0-5). Second course. Prerequisite: Business Administration 201T.

A continuation of Business Administration 201T emphasizing the theories of valuation of fixed assets and liability accounts, the application of these theories and the interpretation of financial statements prepared on the basis of these theories.

Business Administration 207T—*Business Law* (5-0-5). Fall.

Law governing the basic principles applicable to the following subjects. Contracts: offer and acceptance, consideration, performance, rights of third parties and discharge. Agency: creation of an agency, liabilities of principal and agent. Negotiable instruments: elements of negotiability, endorsement and transfer, liabilities of parties, discharge.

Business Administration 208T—*Business Law* (5-0-5). Spring.

The law governing the basic legal principles applicable to the following subjects which are of particular interest to those planning to major in accounting. Partnership: formation, powers, liabilities of partners, termination. Corporation: formation, power rights of security holders, types of securities. Sales: vesting of title, warrants, remedies.

Business Administration 229T—*Cost Accounting* (5-0-5). Spring. Prerequisite: Business Administration 101, 102.

Methods of determining and distributing costs in manufacturing the order and the process methods.

Business Administration 231T—*Retailing* (5-0-5).

Basically a course in merchandising and promotion. Retailing also covers allied services such as stock and inventory control, accounting systems, mark-ups, and materials handling. A review is given on the basic elements of salesmanship and modern trends. Store design, the effects of lighting, color dynamics, traffic and aisle display are illustrated. Delineation of the various advertising media is also involved.

Business Administration 236T—*Income Tax Accounting.* Fall. (5-0-5). Prerequisite: Business Administration 102.

A study of federal income tax laws and the application of these laws to the income tax returns of individuals, partnerships and corporations.

Business Administration 237T—*Tax Accounting* (5-0-5). Prerequisite: Business Administration 236T.

A continuation of Business Administration 236T with emphasis on corporations and fiduciary returns and social security taxes, gift taxes and estate taxes.

Business Administration 260—*Principles of Management* (5-0-5). Designed to prepare students in the fundamentals of all phases of administrative, staff and operative management. Successful management principles and techniques are given for all fields of business which include: business objectives, policies, functions, executive leadership, organization structure and morale, cooperative procedure and control procedure.

Chemistry

Chemistry 101—*General Inorganic* (4-3-5). Fall and Winter. Prerequisite: Two years of high school algebra, Mathematics 9, or consent of instructor.

A study of the fundamental principles and laws of chemistry through the modern concept of the atom. Also, the sources, properties and uses of some of the most important elements and compounds together with the solving of typical problems.

Chemistry 102—*General Inorganic* (4-3-5). Winter and Spring. Prerequisite: Chemistry 101.

This course is a continuation of Chemistry 101, with emphasis on uses and applications.

Chemistry 104—*Qualitative Inorganic Analysis* (3-6-5). Spring. Prerequisite: Chemistry 102.

A systematic study of the separation and identification of the common cations and anions with the theoretical principles underlying these by semi-micro methods.

Chemistry 105—*Chemistry for Nurses* (4-2-5). Fall. Principles of inorganic, organic, and physiological chemistry with special applications to nursing practice.

Chemistry 280a—*Quantitative Inorganic Analysis* (2-6-4). Winter. Prerequisite: Chemistry 104 or approval of the instructor.

A study of the fundamental theories and applications of quantitative analysis involving volumetric and gravimetric methods. No credit is given for this course before completion of Chemistry 280b.

Chemistry 280b—*Quantitative Inorganic Analysis* (1-6-3). Spring. Prerequisite: Chemistry 280a or its equivalent.

This course is a continuation of Chemistry 280a.

Commerce

Commerce 101—*Beginning Typing* (0-5-2). Fall, Winter and Spring.

This course consists of introductory instruction in the technical

features and care of the machine, position, fingering, proper technique and mastery of the keyboard.

Commerce 102—*Beginning Typing Continued* (0-5-2). Fall, Winter and Spring.

This course is a continuation of speed development. In addition, instruction in typing letters and setting up simple tabulations is given.

Commerce 103—*Intermediate Typing* (0-5-2). Fall, Winter and Spring. Prerequisite: Commerce 101-102 or equivalent.

A typewriter course in which emphasis is placed on speed building and accuracy. Special typing problems such as business letters, minutes, notices, stencil cutting and carbon copies are stressed.

Commerce 111-112—*Beginning Shorthand* (5-0-3). Fall and Winter.

Complete theory of Gregg Shorthand simplified. Reading dictation and transcription from studied material.

Commerce 113—*Intermediate Shorthand* (5-0-3). Spring.

Dictation and transcription of new and studied material. Student is required to take dictation at the rate of 100 words a minute.

Commerce 131—*Burroughs Calculator and Comptometer* (0-5-2). Fall and Winter.

The objective of this course is to build speed and accuracy in the operation of the Burroughs Calculator and Comptometer and a thorough review of business mathematics. This quarter is devoted to the operation of the four fundamentals in arithmetic on the calculator.

Commerce 201—*Advanced Typing* (0-5-2). Fall, Winter and Spring. Prerequisite: Commerce 103 or equivalent.

Advanced typing is a course in the acquisition of speed and accuracy including various legal forms and papers, manuscripts and business papers.

Commerce 202—*A continuation of Commerce* 201 (0-5-2). Fall, Winter and Spring.

Commerce 203—*A continuation of Commerce* 202 (0-5-2). Fall, Winter and Spring. An average of 60 words a minute is attained.

Commerce 211—*Advanced Shorthand* (5-0-3). Fall. Prerequisites: Commerce 111, 112, 113 or equivalent.

A course in which the principles of Gregg Shorthand are applied in developing skill and accuracy in writing shorthand and in transcribing. Dictating and typing of mailable letters are emphasized.

Commerce 212—*A continuation of Commerce* 211 (5-0-3). Winter. A speed of 120 words a minute is required.

Commerce 213—*Office Practice* (5-0-5). Spring. Prerequisite: Commerce 112 or equivalent.

Typical business office situations are duplicated as nearly as possible, including the instruction of various business machines. Practical problems deal with typing, filing and office courtesy.

Commerce 224—*Medical Terminology and Orientation* (5-0-3). Prerequisite: Sophomore standing. The building of a medical vocabulary, use of medical dictionaries. Practice in dictation and transcribing of medical material.

Commerce 228—*Medical Office Procedure* (5-0-3). Prerequisite: Sophomore standing.

Preparing, indexing and filing of patients' medical records; patient management; patient finance; professional ethics; use of forms used by Medicare, Insurance, Workman's Compensation and Welfare Departments. Setting up and maintaining practical financial records.

Economics

Economics 101—*Principles and Problems of Economics* (5-0-5). Fall.

A study of the principles behind the economic institutions of the present time and an examination of some of the economic problems in the modern world.

Economics 102—*Principles and Problems of Economics* (5-0-5). Winter. Prerequisite: Economics 101.

A continuation of the study of economic principles and problems begun in Economics 101.

Economics 125T—*Elementary Economic Statistics* (5-0-5).

An introduction to presentation and analysis of quantitative economic data. Statistical sources, table reading, chart making; elementary statistical procedures and their economic interpretation; introduction to index and time series analysis.

Economics 126—*American Economic History* (5-0-5).

The growth and development of economic institutions in the United States from the colonial period to the present with major emphasis on the period since 1860. It will deal with agriculture, industry, labor, domestic and foreign commerce, transportation, money and banking, and finance.

Economics 127T—*Money and Banking* (5-0-5). Prerequisite: Economics 102.

The role of money in the economic organization; monetary theory; methods of stabilizing the price level; the integration of financial institutions; theory of bank deposits and elasticity of bank currency; discount policy and the interest rate of central banks; methods of regulating credit and business activities.

Economics 128T—*Principles of Marketing* (5-0-5). Prerequisite: Economics 102.

Principles and methods involved in the movement of goods and services from producers to consumers; marketing functions; marketing manufactured goods, raw materials and agricultural products; proposals for improving the marketing structure.

Economics 129T—*Labor Economics* (5-0-5). Prerequisite: Economics 102.

An analysis of the background and origin of our modern labor organizations and their remarkable growth in recent years.

Special emphasis is placed on the social and economic aspects of our labor problems including the study of wages, working conditions, unemployment problems, the movement toward shorter hours, workers welfare plans, labor organizations and the outlook for future developments along these lines.

Economics 130T—*Personnel Administration* (5-0-5). Prerequisites: Psychology 201 and Economics 101.

A study of the principles and practices in the field of the administration of human relations and industry. Emphasis is given to scientific techniques and devices in the development of a well-rounded personnel program.

Economics 132T—*Investments* (5-0-5). Prerequisite: Economics 127T.

A study of stock and bonds, market operations, investment mathematics, investment policies and financial statements.

Economics 133T—*Business Finance* (5-0-5).

Financial promotion and organization of business firms; problems of financial administration; failures; financial rehabilitation.

Education

Education 201—*Orientation to Teaching* (5-0-5). Winter.

For the beginning or prospective teacher, this subject offers a broad understanding of the American spirit in education, the place of the school in society, its growth and changing function as a social institution. The problem and discussion approach is used.

Education 206—*Educational Psychology* (5-0-5).

Special emphasis is placed upon developing competencies on the part of the prospective elementary and high school teachers in understanding and applying the psychological principles involved in the growth and development of children and youth. Supervised visits will be made to schools for observation and study.

Engineering

Engineering 101—*Engineering Drawing* (0-6-2). Fall and Winter. Prerequisite: One year of plane geometry in high school or Mathematics 8.

Topics of study include lettering; the use of the instruments; orthographic projection; auxiliary views; sections and conventions.

Engineering 102—*Engineering Drawing* (0-6-2). Winter and Spring. Prerequisite: Engineering 101.

Topics of study include drawing conventions; dimensions; pictorial representation; threads and fastenings; shop processes; technical sketching; working drawings; pencil tracing on paper, reproduction processes.

Engineering 103.—*Engineering Drawing* (0-6-2). Spring. Prerequisite: Engineering 102.

Topics of study include technical sketching of piping and fittings; working drawings; ink tracing on cloth; working drawings from assemblies and assemblies from working drawings.

Engineering 109—*Applied Descriptive Geometry* (0-6-2). Spring. Prerequisite: Engineering 102.

Topics of study include the solution of problems involving points, lines, and planes by use of auxiliary views; the solution of problems involving points, lines, and planes by revolution methods; simple intersections; developments of surfaces; an introduction to warped surfaces. Practical applications are emphasized.

English

Students will be assigned to freshman English according to results of tests taken before the beginning of the term.

English 100—*Freshman English* (4-2-5). Fall, Winter and Spring.

This is a course in expository writing. An effort is made to gain a thorough knowledge of sentence structure. Through practice, the student tries to achieve logical, coherent, and correct expression. A

handbook of composition is used, and models of good writing are studied.

Students who are placed in English 100 will also be required to spend two hours a week in the reading laboratory. Successful completion of this work will be necessary in order to receive credit for English 100.

Students who are assigned to this course must make a grade of C before taking English 101.

English 101—*Freshman English* (5-0-5). Fall, Winter and Spring. Prerequisite: Assignment to this course is based on entrance test results or the successful completion of English 100.

This is a course in writing in which the aim is the achievement of a standard acceptable in any professional field. Through practice and the study of models, the student works toward clarity, unity, coherence, correctness, and worthwhile subject matter. A library paper is written during the term.

English 102—*Freshman English* (5-0-5). Fall, Winter and Spring. Prerequisite: English 101.

Literature studied in this course comes from the two principal early sources of our culture: early Greek literature and the Bible. The works read are the *Iliad,* the *Odyssey,* Greek drama, Genesis, the Saul-David story in Samuel and Kings, and the Prophets.

English 201—*Sophomore English* (5-0-5). Fall, Winter and Spring. Prerequisite: English 101.

The study of literature continues with Shakespeare, poetry, novels, and short stories through the nineteenth century.

English 202—*Sophomore English* (5-0-5). Fall, Winter and Spring. Prerequisite: English 101.

Modern literature, including novels, poetry, and drama, is studied.

It is advised that students take the three Literature Courses in sequence.

English 227—*Modern Drama* (5-0-5). Fall.

Class reading and discussion of modern plays from Ibsen's "Ghosts" to Miller's "Death of a Salesman." The course is centered on appreciation of drama and improving of oral interpretation through reading selected plays aloud.

(Not offered in 1961-62.)

English 228—*Fundamentals of Speech* (5-0-5). Winter.

Basic principles and practices of speech. The course gives some attention to the physiological make-up of the speech mechanism, phonetics, gesture, articulation, pronunciation, and regional speech differences. However, it consists primarily of practicing the fundamentals of speech through a wide variety of formal, informal, extemporaneous, impromptu, and group participation speech exercises.

English 230—*Principles of Theatre Art* (5-0-5). Spring.

A study and discussion of the fundamentals involved in the development of dramatic art and in the staging methods which have been and are now utilized in producing drama. The course will develop chronologically and will relate directly to historical events and to the changing form and method of writing for the stage.

(Not offered in 1961-62.)

French

French 101-102—*Elementary French* (10-0-10). Fall and Winter.

A course for beginners. The spoken language is studied as well as grammar and reading. No credit for graduation will be given until the sequence is completed. No credit will be given for these courses if two years of high school French have been presented for entrance credit.

French 201—*Intermediate French* (5-0-5). Spring. Prerequisite: Two quarters of college French or two years of high school French.

Review grammar, oral practice, reading of selected texts.

French 202—*Intermediate French, continued* (5-0-5). Winter. Prerequisite: Three quarters of college French or three years of high school French.

Further reading of texts, oral and composition practice.

French 204—*French Classical Drama* (5-0-5). Spring. Prerequisite: French 202.

Selected plays of Corneille, Moliere and Racine.

Geography

Geography 111—*World Human Geography* (5-0-5).

A survey of world human geography, emphasizing population characteristics, topographic features, distribution of economic activities and geo-political problems within the major geographical regions. Consideration of adequacy of resources to support expanding world populations.

German

German 101-102—*Beginning German* (10-0-10). Fall and Winter.

Drill upon pronunciation and elements of grammar, conversation and the training of the ear as well as the eye. German is used as much as practicable in the classroom instruction. The course includes reading of texts and translations, conversation, dictation, and dialogues.

No credit for graduation is allowed until sequence is completed.

No credit will be given for these courses if two years of high school German have been completed.

German 201—*Intermediate German* (5-0-5). Spring. Prerequisite: Two quarters of college German or two years of high school German.

Grammar review and comparative grammar are studied for the purpose of enabling students to write compositions. Short stories are read; and conversation is practiced.

Health

Health 111—*Personal and Community Health Problems* (5-0-5).

This course considers the meaning of health and factors influencing health behavior; health problems as related to the individual; overview of world, national, state and local health problems; community health organizations; mobilizing and evaluating community health resources. The legal aspects in community health and the laws governing reportable diseases is given special attention.

History

History 100—*Survey of American History* (5-0-5).

This course is designed to satisfy the state law requiring that all students receiving degrees shall pass an examination on the history of the United States and of Georgia.

History 114—*An Historical Introduction to Contemporary Civilization* (5-0-5). Fall and Winter.

This course comprises a chronological survey of the main currents of political, social, religious and intellectual activity in Western Civilization from the time of the ancient Mediterranean civilizations to the present era. Selected topics and periods are studied in greater detail by a careful reading of works by Plato, Dante, Machiavelli, Descartes and others. Classes will meet three hours a week for lectures by the history staff and two hours a week in small groups for discussion.

History 115—*A Continuation of History* 114 (5-0-5). Spring and Summer.

(For History 114 and 115 classes will meet three hours a week for lectures by the history staff and two hours a week in small groups for discussion.)

History 224—*History of England* (5-0-5). Winter.

A study of English political and social institutions from early times to the present with special emphasis given to developments since the Tudor period.

History 225—*Recent European History* (5-0-5). Fall.

This course is designed to provide an opportunity for detailed study of major national and international developments in European affairs from about 1870 to the present time. Special emphasis is devoted to the First World War and new developments in Europe following that war and the complex of world events which preceded the Second World War.

History 226—*Recent American History* (5-0-5). Winter.

This course has as its purpose the examination of the most important events and movements, political, social and cultural, in American life from about 1865 to the present time.

Home Economics

Home Economics 232—*Nutrition* (5-0-5).

The requirements of different individuals for energy, protein, minerals and vitamins; foods as a source of daily requirements, and the relation of food and the state of nutrition of an individual to physical fitness.

Home Economics 235—*Nutrition Education for Teachers* (5-0-5).

A study of the diet habits of Georgia school children and the relation of nutrition to health. Emphasis is placed on how teachers can enrich school and community programs and improve the health of school children through nutrition education.

Mathematics

Mathematics 8—*Plane Geometry* (5-0-5).

Topics of study include rectilinear figures, congruent triangles, the circle, similar figures and polygons.

(Students will not receive college credit for this course if they have completed one unit of high school credit in geometry.)

Mathematics 9—*Intermediate Algebra* (5-0-5). Fall, Winter and Spring.

Some basic concepts of plane geometry are considered; included are: the fundamental axioms, congruence and similarity of triangles, quadrilaterals, and some three-dimensional figures. The arithmetic of positive integers and positive rational numbers is first studied, then the concepts are generalized to include negative and irrational numbers. The study of roots and exponents leads to a treatment of polynomials and factoring, and rational and irrational expressions. Some methods of solving linear and quadratic equations and, also, systems of linear equations are introduced.

Mathematics 101—*College Algebra* (5-0-5). Fall, Winter and Spring. Prerequisites: Two units high school algebra or mathematics 9.

After a survey of the real number system the concepts of function and graph of a function are studied thoroughly; the order relation and the solution of inequalities are both stressed. An introduction to the theory of complex numbers precedes the theory of equations. System of equations are solved by methods of matrices and determinants. The binomial theorem and elementary probability theory are introduced through a study of permutations and combinations. Mathematical induction is approached through a study of sequences, and is applied to sequences of statements.

Mathematics 102—*Trigonometry* (5-0-5). Winter and Spring. Prerequisite: Mathematics 101.

A thorough study of exponential and logarithmic functions precedes the development of the usual properties of logarithms, and methods of computation. The trigonometric functions of a real number are defined using the unit circle definition. The study of trigonometric identities is followed by: periodicity, boundedness, and amplitude, and the trigonometry of triangles. Some further theory of complex numbers with DeMoivre's Theorem is presented. After some general theory of inverse functions is studied, the inverse trigonometric functions and trigonometric equations are presented.

Mathematics 103—*Mathematics of Finance* (5-0-5). Spring. Prerequisite: Mathematics 101.

This course gives that background necessary for dealing with problems found in banking, real estate, financing, and accounting; the operation of the compound-interest law in business; simple problems concerning bonds, sinking funds, valuation of properties and annuities. Practical problems in these fields will be emphasized. The necessary aids and short cuts and use of tables and logarithms will be studied.

Mathematics 104—*Analytic Geometry and Calculus* (5-0-5). Spring. Prerequisite: Mathematics 102.

First, some review topics from algebra are considered. From analytic geometry the concepts of coordinates, graphs of equations, the distance formula, and equations of lines are presented. The fundamental concept of the calculus, the concept of limit of a function, is carefully presented using the epsilon-delta definition; the limit theorems are proved. Thus, a foundation for the study of continuity and differentiability is laid. Applications of the derivative include a thorough study of the extrema of functions and inflection points.

Mathematics 201—*Calculus* (5-0-5). Fall. Prerequisite: Mathematics 104.

Conic sections are first studied. The development of the definite integral by using Riemann Sums is based upon some properties of the real numbers, e.g. least upper and greatest lower bounds of sets of real numbers, and the completeness property. A study of the intermediate value theorems is followed by some applications of the integral. Differentiation of transcendental functions, and elementary formal integration are also considered.

Mathematics 202—*Calculus* (5-0-5). Winter. Prerequisite: Mathematics 201.

Methods of advanced formal integration which include integration by parts and partial fractions are studied. Some applications are: Simpson's Rule, centroids of solids of revolution and of a plane area. Basic properties of continuous and differentiable functions are considered carefully. Methods of parametric equations and polar coordinates are studied with applications. The theory of infinite series includes differentiation and integration of power series.

Mathematics 203—*Calculus* (5-0-5). Spring. Prerequisite: Mathematics 202.

Solid analytic geometry precedes a study of vectors in two and three dimensions. Partial differentiation is carefully presented, and a proof of the Fundamental Theorem of Algebra is given. Multiple integration is presented with applications. Cylindrical and sphereical coordinates are also considered.

Music

Music 110—*Music Theory*. (5-0-3). Fall.

An introduction to the fundamentals of music theory through sight-singing, dictation, part-writing and keyboard harmony. The ability to read notes is essential for this course.

Music 111—*Music Theory* (5-0-3). Winter.

A continuation of Music 110 with emphasis on part-writing of triads and their inversions, the dominant seventh chord, sight-singing, dictation and keyboard harmony.

Music 112—*Music Theory* (5-0-3). Spring.

A continuation of Music 111 through derivations and inversions of the dominant seventh chord, triads on all degrees and secondary seventh chords, sight-singing, dictation and keyboard harmony.

Music 200—*Music Appreciation* (5-0-5). Spring.

A course designed to help the student understand and enjoy fine music. Analysis of form, style and mediums of musical expression from the great periods of musical art. Lectures, discussions and recorded sessions comprise the course.

Applied Music Courses

Applied music courses consist of private instruction in voice or an instrument. Two hours credit is received per quarter with six hours credit possible per year. A special applied music fee is charged for these courses as indicated under the course descriptions.

No practice facilities are available at the college. The student must have access to private practice facilities in order to enroll for applied music courses.

Music 116 *a,b,c—Woodwind Instrument.* 2 hours credit per quarter. One one-hour private lesson per week. Special fee $48.00.

Music 117 *a,b,c—Violin.* 2 hours credit per quarter.
One one-hour private lesson per week. Special fee $48.00.

Music 118 *a,b,c—Piano.* 2 hours credit per quarter.
One one-hour private lesson per week. Special fee $48.00.

Music 119 *a,b,c—Voice.* 2 hours credit per quarter.
One one-hour private lesson per week. Special fee $45.00.

Music 216 *a,b,c—Woodwind Instruments.* 2 hours credit per quarter. A continuation of Music 116c. Special fee $48.00.

Music 217 *a,b,c—Violin.* 2 hours credit per quarter.
A continuation of Music 117c. Special fee $48.00.

Music 218 *a,b,c—Piano.* 2 hours credit per quarter.
A continuation of Music 118c. Special fee $45.00.

Music 219 *a,b,c—Voice.* 2 hours credit per quarter.
A continuation of Music 119c. Special fee $45.00.

Philosophy

Philosophy 110—*Introduction to Philosophy* (5-0-5).

The fundamentals of philosophy, the meaning and function of philosophy, the vocabulary and problems of philosophy, and the relation of philosophy to art, science and religion. Includes a survey of the basic issues and major types in philosophy, and shows their sources in experience, history and representative thinkers.

Philosophy 222—*Honors Seminar* (5-0-5.)

The Honors Seminar will study some aspects of the nature of man in the natural world. The aim of the seminar will be to integrate what has been approached as specialization in the general curriculum. Instructors from the natural sciences, the humanities and the social sciences will serve as discussion leaders.

This course is open by invitation to sophomores placed on the Permanent Dean's List at the end of their freshman year and to other sophomores who are recommended by their advisors.

Physical Education

Physical Education 111—*Conditioning Course* (0-3-1). Fall.

Consists of calisthenics, stunts and tumbling, lifts and carries, road work, duel combatives, and simple games.

Physical Education 112—*Team Sports* (0-3-1). Winter.

Consists of basketball, soccer, speedball and volleyball.

Physical Education 113—*Elementary Swimming* (0-3-1). Spring.

**Physical Education* 114—*Officiating of Basketball* (1-3-2). Winter. Prerequisite: P. E. 112 or equivalent.

Consists of a study of rules interpretation and actual experience in coaching and officiating in class and intramural games. Elective credit, except when substitute for P. E. 112.

**Physical Education* 204—*First Aid* (3-0-1). Winter.

The American Red Cross standard course in first aid.

Physical Education 201—*Elementary Tennis* (0-3-1). Fall.

**Physical Education* 203—*Senior Life Saving and Instructors' Course in Swimming* (2-3-2). Spring. May be substituted for Physical Education 113.

Physical Education 205—*Folk Rhythms* (0-3-1). Spring.

*Elective unless substituted as written in course description.

Physical Education 206—*Modern Dance for Women* (0-3-1). Winter.

Physical Education 207—*Tap Dance for Beginners* (0-3-1). Winter.

Physical Education 208—*Adult Recreative Sports* (0-3-1). Spring.

Physical Education 233—*Trampoline* (0-3-1). Winter.

Physical Science

Physical Science 101 (5-0-5). Fall. No prerequisite.

A study of the scientific method and its use in man's solutions of problems in his physical environment. The student learns the fundamentals of physics and acquires familiarity with the basic formulas and principles. He learns the similarity of the application of principles involving small particles to larger or planetary particles. If student has completed a course in college physics, no credit will be giv n for this course.

Physical Science 102 (5-0-5). Winter. No prerequisite.

A continuation of Physical Science 101. In this course emphasis is placed on the study of the principles of inorganic and organic chemistry with some examples of the application of chemistry in household, industry, medicine, biology, geology, etc. Here the knowledge of the structure of the fundamental particles of matter (atoms and molecules) is used in the study of the classification of the simple components of matter (elements) and the changes which they undergo to form more complex substances (compounds). If the student has completed a course in college chemistry, no credit will be given for this course.

Physical Science 103 (5-0-5). Spring. No prerequisite.

A survey of elementary geology and astronomy. This course covers what might be termed a "Biology of the Earth", concerning itself with earth materials, weather and climate, rocks and minerals, erosion and sedimentation, vulcanism and diastrophism, the law of uniform change and earth history as interpreted from the rock record. Upon completion of this phase the course progresses to the astronomy phase and the study of the stars and galaxies. Starting with the planetary system of our own sun, the study proceeds to the other stars and stellar systems, including, of course, the nebulae. Finally, the course covers general relativity and cosmology, entering the frontiers of Physical Science to conjecture on the "science of tomorrow."

Physics

Physics 204—*General Physics—Mechanics* (4-2-5). Fall.

Prerequisite: Mathematics 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of mechanics. Force and motion, work and power, energy, torque, and properties of gases are included.

Physics 205—*General Physics—Electricity* (4-2-5). Winter. Prerequisites: Math 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of magnetism, electric circuits, electric energy and power, electromagnetic induction, and principles of alternating current.

Physics 206—*General Physics—Heat, Sound, and Light* (4-2-5). Spring. Prerequisite: Math 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of heat, sound and light. Under heat will be studied temperature measurement, thermal expansion, heat quantities, heat transfer, and thermodynamics. The study of sound includes wave motion, sound waves, and acoustics. Light includes reflection, refraction, spectra, color, and optics.

Physics 207—*Mechanics, Sound and Heat* (5-3-6). Fall. Prerequisite: Mathematics 104 or 201. (This course may be taken concurrently.)

Physics 207, 208 and 209 together constitute a thorough course in basic physics for engineering students. This course includes classical physics, and an introduction to modern physics (to which more than one quarter of the three courses is devoted) including the quantum theory of radiation, atomic structure, relativity, X-Ray, wave versus corpuscular propagation, natural radioactivity, nuclear reactions, and artificial radioactivity, nuclear energy and cosmic rays, and the fundamental particles.

The five classroom hours each week include some lectures and films, but the solution of a large number of problems is required, including application of the elements of the calculus.

The laboratory work is designed to give practice in the art of making precise measurements, proficiency in the manipulation of apparatus and added familiarity with some of the concepts of physics. The theory of errors is stressed enough to give students the ability to decide under what conditions the greater expense of more precise measurements is justified.

Physics 207 is an intensive course in mechanics, sound and heat. It includes the study of statics, kinetics, friction, work, power, energy,

momentum, machines, elasticity, fluid mechanics, harmonic motion, wave motion and vibrating bodies, temperature-expansion, heat transfer, work and heat, and the laws of thermodynamics.

Physics 208—*Electricity, Magnetism and Basic Light Through Optics.* (5-3-6). Winter. Prerequisite: Mathematics 104 or 201.

Physics 208 is an intensive course in electricity, magnetism, and optics. It includes the study of the ideal gas and the atomic view of matter, static electricity, current electricity, magnetism, magnetic fields, electromagnetic induction, capacitance, inductance, alternating currents, electrical instruments, electromagnetic waves, nature and propagation of light, reflection and refraction, mirrors and lenses, optical instruments.

Physics 209—*Light Phenomena and Modern Physics.* (5-3-6). Spring. Prerequisite: Mathematics 104 or 201.

Physics 209 continues the study of the phenomena of light, including interference, diffraction, and polarization; and then proceeds into modern physics via the quantum theory of radiation, atomic structure, and the theories of relativity (see Physics 207, above). During this quarter laboratory work is on a "senior course" level and is designed to encourage independent thought and to deviate definitely from the somewhat sterotyped work of the preceding quarter.

Political Science

Political Science 112—*The Governments of Foreign Powers.* (5-0-5).

A study is made of the leading modern political theories, and attention is paid to the structure and powers of the major foreign governments.

Political Science 113—*Government of the United States* (5-0-5). Fall, Winter and Spring.

A study is made of the structure, theory, and workings of the national government in the United States and some of the major problems of the state and local government. The course shows how developmental practice has created our government as it stands today.

Psychology

Psychology 100—*Psychology of Adjustment* (5-0-5). Fall, Winter, and Summer.

This course is an orientation into college and into the choice of a career. Objective aids developed in the field of psychology will

be used to discover effective ways of learning in general, and of studying in the college setting. Methods of objective measurements of a person's intelligence, interests, special aptitudes and personality traits will be explored and demonstrated. These will be applied to problems of educational, vocational, and special interest training. Insofar as possible each student will have an opportunity to develop projects in the fields that will be useful in his own plans for education and career. Special emphasis is placed upon the understanding of learning processes and the motivation of behavior.

Introductory Psychology 201, 202 (10 quarter hours).

Full 5 hour credit is granted for Psychology 201, Elements of Psychology, taken singly. Psychology 202, Applications of Psychology, may be elected to complete the two quarter sequence provided that its prerequisite, Psychology 201, has been completed.

Psychology 201—*Elements of Psychology* (5-0-5). Fall, Winter, Spring, and Summer.

Psychology studies individual behavior by use of various adaptations of scientific observation. This course works with the evidence and concepts pertaining to primary behavior processes which systematic observation has explored. These topics, basic to understanding human behavior, include scientific methodology in psychology, heredity and patterns of growth, processes of learning and retention, adjustment processes as affected by motivation, emotions, and adaptations to frustration and conflict, sensory-perceptual processes leading to objective observation, and the use of these interacting processes for thinking purposefully, objectively, logically and creatively. By the end of the course the student is expected to be able to see these processes interacting in a given example of behavior.

Psychology 202—*Applications of Psychology* (5-0-5). Spring. Prerequisite: Psychology 201.

The findings, methods and concepts explored in Psychology 201 are applied during this course in four areas of practical investigation. First, an introduction to Experimental Psychology will use class projects to give practical experience in setting up designs for controlled observations. Second, an introduction to Social Psychology will use class projects to give practical experience in some field study and statistical methods of observation in social research. Third, an introduction to Tests and Measurements of individual differences (intelligence, achievement, aptitude and personality) will use class projects on the design and use of psychological tests to demonstrate the clinical and statistical methods of observation. Fourth, an introduction to Clinical and Abnormal Psychology will use the life study and case study methods of observation by exploring and observing the dynamics

of emotional sickness as it relates to emotional health. Direction of each section of this course will rotate among members of the psychology faculty.

Psychology 203—*Social Psychology* (5-0-5). Fall and Spring. Prerequisite: Psychology 201.

This course centers on a study of the individual's interaction with his social groups (family, friendship groups, clubs, church groups, community groups). Forces of need, emotion and interests that bind the individual to his groups and the dynamic forces of group interaction are analyzed. The live laboratory of the class itself is used for experiencing the processes of communication and interaction in a group setting. Special topics of attitude formation, leadership, group conflicts, social stratification, mass communication, propaganda, public opinion formation and methods of changing group patterns are studied by consulting the reports of responsible studies and by group projects.

Psychology 204T—*Applied Industrial Psychology* (5-0-5). Prerequisite: Psychology 201.

This course applies psychology to special problems in industry. A study is made of causation in behavior, leadership, testing, training and fatigue, with a view to developing the technique of working with superiors, associates and subordinates. Methods of objective measurements of a person's intelligence, interests, aptitudes and personality traits will be explored and demonstrated. Special problems of personnel management and production will be considered.

Psychology 205—*Developmental Psychology* (5-0-5). Prerequisite: Psychology 201.

This course presents tested information on how growth, development and learning affect the behavior of human beings from conception through childhood and adolescence. Systematic study of responsible research in this field, from life-study, clinical and experimental research methods, is the basis for class seminar and lecture. To supplement study of the literature projects are planned for direct observation of child behavior in a nursery school, in various elementary school classes and in informal settings. When possible, special areas receive special study, such as testing programs, problems of exceptional children, child therapy or typical problems in child-parent relations and child placement.

Russian

Russian 101-102—*Elementary Russian* (10-0-10).

This course consists of grammar, composition, conversation, reading and dictation. No credit will be allowed toward graduation until the sequence is completed.

Social Science

Social Science 104—*Contemporary Georgia* (5-0-5).

A study of current economic and social statistics as pertaining to agriculture, industry and commerce; population trends and governmental organizations and problems.

Sociology

Sociology 201—*Introductory Sociology* (5-0-5). Fall, Winter, Summer.

Sociology is the scientific study of human behavior at the group level. This course presents material which has been gathered by systematic and objective studies of human society. Material is introduced from the fields of cultural anthropology and social psychology. In this way an understanding is gained not only of the function of culture as a factor in the socialization of the individual but also of the role of the individual as a member of his own society. Attention is then turned to some of the major institutions of this society, and finally to a theoretical consideration of the operation of social processes.

Sociology 202—*Marriage and the Family* (5-0-5). Winter, Spring.

This course is designed as a functional approach to the study of the problems of marriage in our society. As a background to a study of the family as an institution marriage customs and family relationships from other cultures are studied. The rest of the course focuses on the individual within our own culture. Each stage in the preparation for marriage is discussed: dating, courtship, engagement, marriage, adjustment to money, sex, religion, in-laws, friends and children. A prominent physician is guest lecturer on specialized information affecting the physical adjustment to marriage and parenthood. Other guest lecturers include representatives from the legal and insurance professions. In this course the student is provided with information which will encourage a mature and objective approach to the problems and responsibilities inherent in marriage and family relationships in our present-day society.

Sociology 203T—*Community and Social Problems* (5-0-5). Winter and Spring.

The purpose of this course is to study the facts, problems, and programs of community life, using Savannah and Chatham County as resources to supplement information from responsible scientific studies available in the professional literature. In addition to exploring the nature and origins of social problems in general, attention will be di-

rected to such special areas as community physical and mental health, problems of poverty, unemployment, education, government, juvenile and adult crime, care for dependent children, housing, recreation, resources for the aged, problems of community planning, and group conflicts. The course will include seminar discussion, individual study of some problems of special interest, guest speakers and selected field trips. This additional knowledge, understanding and experience with systematic study of community life is aimed to contribute to the student's constructive involvement, as a citizen, in the life of his community.

Spanish

Spanish 101-102—*Elementary* (10-0-10). Fall and Winter.

These courses are for the purpose of providing the student with the elements of Spanish reading, composition and conversation. No credit for graduation will be given until sequence is completed. No credit will be given for these courses if two years of high school Spanish have been completed.

Spanish 201—*Intermediate* (5-0-5). Spring.

Prerequisite: Two quarters of college Spanish or two years of high school Spanish.

This course gives the student an opportunity to review the elements of Spanish grammar, conversation and readings.

Spanish 202—*Intermediate* (5-0-5).

Prerequisite: Spanish 201.

Continuation of Spanish 201.

Spanish 203—*Survey of Spanish-American Literature* (5-0-5).

Prerequisite: Spanish 202.

Outline of Spanish-American Literature and critical appreciation.

TECHNICAL INSTITUTE COURSES

Courses are designated as follows:

GT—General Technology for courses which are common to several concentrations.

CT—Chemical Technology.

IT—Industrial Technology.

BCT—Building Construction Technology.

Elec. T—Electronic and Communications Technology.

Civ. T—Civil Technology.

MT—Mechanical Technology.

General Technology

*GT 111—*Industrial Safety* (1½-0-1½).

A basic study of industrial accident prevention considering the nature and extent of the accident problem. A practical study is given the technique for control of industrial hazards together with the fundamentals of good organization.

*GT 112—*Public Speaking* (3-0-3). Prerequisite: English 101 or the equivalent.

Study and practice in the fundamentals of public speaking. The subject includes training in selecting a subject, obtaining and organizing material, and presenting speeches effectively. Each student makes several speeches before an audience.

*GT 113—*Technical Report Writing* (3-0-3). Prerequisite: English 101 or the equivalent.

Study of the fundamentals of technical writing style and mechanics with practice in preparing reports of various types most likely to be used on the job by technicians.

Technical Mathematics

These courses are specifically designed for students who intend eventually to enter some field of technology. Special emphasis has been placed on the applications of mathematical principles to a wide range of specific engineering situations.

*GT 114—*Technical Mathematics I* (5-0-5).

This course covers the slide rule, a review of arithmetic and geometry, basic algebra, analytic geometry, more advanced algebra, and logarithms. (Mathematics 101 may be taken instead.)

*GT 115—*Technical Mathematics II* (5-0-5). Prerequisite: GT 114.

This course consists of an introduction to analytical trigonometry, numerical trigonometry of the right triangle, oblique triangles and applications of numerical trigonometry, and vector algebra. (Mathematics 102 may be taken instead.)

*GT 120—*Technical Mathematics III* (5-0-5). Prerequisite: GT 115.

An application of mathematics to problems ordinarily not solvable by algebra or trigonometry. The subject consists mainly of an introduction to differentiation and integration. The application of the calculus

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is directed toward problems pertinent to the student's major field of study. (Mathematics 104 and 201 may be taken instead.)

GT 121—*Applied Higher Mathematics* (5-0-5).

A continuation of GT 120 with operational techniques.

Building Construction Technology

BCT 121—*Graphics* (3-9-6). Prerequisite: Engineering 101.

An introductory study in architectural drawing and the principles of visual design. This subject equips the student with a basic knowledge of drawing sections, plans, perspective and presentation drawing in ink.

BCT 142—*Construction Materials and Estimates* (5-0-5).

An introduction to the materials most commonly used in the erection of structures, and the preparation of material and labor quantity surveys from actual working drawings and specifications.

BCT 211—*Wood and Steel Construction* (3-6-5). Prerequisite: Civ. T 143.

A study of the design of beams, girders and columns in both wood and steel. Included is a study of the various timber fasteners, steel and timber trusses and steel frameworks.

BCT 212—*Concrete Construction* (3-6-5). Prerequisite: Civ. T 143.

A study of the properties of reinforced concrete with the determination of direct stresses and bending stresses in beams, slabs, girders and columns. Laboratory work consists of problems and a study of the methods of testing various concrete members.

BCT 222—*Building Design I* (3-9-6). Prerequisites BCT 121 and BCT 142.

Residential Design. This subject requires of each student a complete presentation drawing, a complete set of working drawings and a complete set of specifications for a dwelling house. Scale models will be built from working drawings by groups of students.

BCT 223—*Building Design II* (3-9-6). Prerequisites: BCT 222 and BCT 211.

Architectural design, working and structural drawings of more complex structures than those studied in BCT 222. Structural computations are required.

BCT 224—*Building Design III* (3-9-6). Prerequisite: BCT 223.

A continuation of BCT 223.

BCT 231—*Architectural History* (3-0-3).

A study of the progress of architecture. The material covered includes a review of architectural forms from early Egyptian to modern Engineered Architecture.

BCT 243—*Building Equipment* (3-0-3). Prerequisite: Physics 206.

A brief survey of the principles of heating, ventilating, plumbing, air-conditioning, lighting and electric wiring of buildings from the construction point of view.

Chemical Technology

CT 120—*Introduction to Industrial Statistics* (3-0-3). Prerequisite: Mathematics 101.

An introduction to the application of statistical analysis to technical problems. The concept of distributions is developed, simple tests of significance and linear correlation are discussed. Emphasis is placed upon the practical application of statistics rather than upon theory.

**CT* 121—*Experimental Design* (3-0-3). Prerequisite: CT 120.

Advanced statistical work, including problems in the determination of the proper procedure to be followed in gaining maximum information from given data. A study of experimental methods designed to produce adequate result data at a minimum expenditure of time and money.

**CT* 140—*Basic Wood Technology: Pulping. Pulp Preparation and Pulp Testing, Part I.* (4-0-4). Prerequisite: Chemistry 101, 102.

A brief summary of all commercial pulping processes in use, including a study of wood species, chemicals used, cooking conditions, characteristics of pulp, and recovery processes. Also included is a thorough study of pulping processes now in widespread use in the South, with emphasis on the sulphate pulping of pine.

**CT* 141—*Basic Wood Technology: Part II.* (2-4-4).

A comprehensive review of standard mill and laboratory pulp testing equipment and procedures. The interrelationships of different pulp properties are studied, together with the theoretical and practical considerations of permanganate number and other measures of the degree of pulping.

**CT* 142—*Paper Making, Paper Converting, and Paper Testing, Part I.* (4-0-4). Prerequisite: CT 141.

The study of the function and operation of the various machines used for the conversion of pulp to the finished product, including the

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component parts and associated equipment of the fourdrinier machine. A survey of the leading types of machines used in the further processing of paper and paperboard for the production of bags, boxes and similar products.

*CT 143—*Paper Making, Paper Converting, and Paper Testing, Part II.* (2-4-4).

A study of the physical properties of paper and paperboard with emphasis on the characteristics commonly tested. Details of the construction, principle and operation of testing equipment are studied.

*CT 150—*Organic Chemistry* (5-0-5).

Prerequisites: Mathematics 102 and Chemistry 280b.

A classroom survey of the type of organic compounds, their names and structures, preparation, properties and reactions, including electronic mechanisms involved in the reactions.

*CT 151—*Industrial Chemical Analysis* (3-0-3). Prerequisite: Chemistry 280b.

The application of chemical principles to industrial processes of water treatment, paper manufacture, waste disposal, acid manufacture and various other related processes in the paper industry.

*CT 160—*Material Balances* (3-0-3). Prerequisite: Mathematics 101 or GT 114, Chemistry 101, 102, Physics 204, 205, 206.

This course is designed to give intensive, qualitative training in the practical applications of the principles of chemistry and physics to the solution of problems associated with industrial chemical processes. This portion of the course is mainly concerned with establishing material flows through process, including the development of methods of predicting mis-information from generalized principles.

*CT 161—*Energy Balances* (3-0-3). Prerequisite: CT 160.

A continuation of Civ. T 160 to include the energy requirements of chemical process. Insofar as possible the problems are related to actual data from operation in a kraft paper pulp mill.

**CT 162—Elementary Chemical Process* (4-0-4). Prerequisites: Chemistry 280b, CT 160.

A study of the transformation of energy and heat transfer, evaporation, distillation, drying, and flow of fluids.

**CT 164—Wood Structures and Properties* (3-2-4). Prerequisites: Chemistry 101, 102, Physics 204, 205, 206.

A course covering the basic process of the formation of wood fibers in the living plant and the changes which occur during and after the

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life of the plant. A resume of physical and chemical characteristics of southern woods, and the means by which these characteristics may be controlled or altered.

**CT* 165—*Industrial Chemistry* (4-0-4). Prerequisite: Chemistry.

The course covers fundamental chemical processes and reactions used in the manufacturing of a large variety of chemical compounds. It also gives a general view of the problems of the chemical industry.

Civil Technology

Civ. T 121—*Elementary Surveying* (3-9-6). Prerequisite: Mathematics 102 or GT 115, or concurrently.

Construction, care and use of surveying instruments; theory and practice of chaining; differential and profile leveling; traversing; computation of areas and earthwork; theory and practice of stadia and its application to topographic surveying; U. S. Gov't. system of public land surveys; reduction and plotting of field notes; the interpretation and plotting of field notes of topographic surveys.

Civ. T 122—*Route Surveying* (3-6-5). Prerequisite: Civ. T 121.

Reconnaissance, preliminary location and construction surveys for routes of all kinds, including simple, compound and reverse curves used on highways and railroads; superelevation of curves; computations of earthwork; construction of quantity, mass and haul diagrams. For a final project each laboratory group must lay out a complete highway location with each student submitting a complete set of plans, profiles, cross sections and earthwork computations for this location.

Civ. T 131—*Highway Construction* (3-0-3). Prerequisite: Civ. T 122.

A study of highway location, grading, drainage, surfacing, maintenance and administration.

Civ. T 143—*Mechanics of Materials* (5-3-6). Prerequisites: Physics 204 and Mathematics 102 or GT 115.

A study of coplanar forces and force systems, truss solutions, force systems in space, friction and centroids; direct stress, properties of materials, riveted and welded joints, torsions stresses in beams, beam deflection, and columns.

Civ. T 212—*Structural Drafting I* (0-6-2). Prerequisite: Engineering 101.

Structural steel framing practices and preparation of shop drawing for steel fabrication.

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Civ. T 213—*Structural Drafting II* (0-6-2). Prerequisite: Civ. T 212.

Preparation of detail drawings for concrete structures.

Civ. T 223—*Land Surveys* (3-6-5). Prerequisite: Civ. T 121.

Theory and practice of land surveying; sub-divisions; filing and recording deeds; U. S. system of land subdivisions. U. S. Coast and Geodetic plane coordinate systems; county and state laws; computations on astronomical observations for azimuth determination. Georgia Land Lot system of land subdivision.

Civ. T 224—*Topographic and Contour Surveying* (2-6-4). Prerequisite: Civ. T 121.

Theory, description and use of advanced surveying instruments and methods; practice of state and local coordinate systems for cadastral surveys and construction work; field work for the design and construction of engineering projects; use of the Plane Table on topographic surveys; theory, description and purposes of the many types of maps, plans and profiles used by engineers; hydrographic surveying; altimetry.

Civ. T 232—*Heavy Construction* (3-3-4). Prerequisite: BCT 142.

Heavy construction practices. This subject acquaints the student with the many common pieces of heavy construction equipment and apparatus; operation, use, limitations and maintenance of this equipment are covered along with the methods, organization and management for both large and small jobs. Fields trips are made to construction projects to illustrate the usage of various pieces of equipment.

Civ. T 241—*Hydraulics* (6-0-6). Prerequisites: Physics 204 and Civ. T 143.

Elementary principles of hydraulics with special emphasis on static pressure, flow through pipes, channels, and over weirs. A survey of the operation of water and sewage treatment plants is included. Several field trips are scheduled.

Electronics & Communications Technology

Elec. T 111—*Measurements* (3-3-4).

Development of electrical units—Experimental procedures, errors and aids to computation. A comprehensive study of galvanometers, standard cells, bridges and oscilloscopes. Measurements of mutual inductance and magnetic circuits. Laboratory to include the correct procedure in the use of industrial and laboratory test equipment, such as, VTVM, Q meters, frequency meters, etc.

Elec. T 121—*Direct Current Circuits* (5-3-6). Prerequisite: GT 114.

Fundamental concepts of D-C, including electron theory, Ohm's Laws, Thevinin's and Superposition Theorem and other theorems which aid in the simplification of networks. A comprehensive study of D-C instruments and measurements and their use in the laboratory to determine and verify the basic principles of electricity. Laboratory experiments to coincide with classroom study.

Elec. T 122—*Alternating Current Circuits I* (5-3-6). Prerequisites: Elec. T 121 and GT 115.

The fundamental study of sinusoidal voltages and current waveforms—the resistive, inductive and capacitive circuits along with their combinations. Series and parallel networks. A comprehensive study of vector analysis and complex notation. Laboratory experiments to coincide with classroom study and to verify theoretical work—become familiar with oscilloscopes.

Elec. T 131—*Basic Electronics* (5-3-6). Prerequisite: Elec. T 121.

Basic study of the control of free electrons in elementary electronic circuits. Electron emission, classification and characteristics of high-vacuum tubes, tube characteristics curves. Rectification, amplification, amplification factor, trans-conductance plate resistance, load lines, stage gain and basic amplifier circuits. Types of bias. Classification and characteristics of gas-filled, vapor-filled, and cathode ray tubes. Hard-tube and soft-tube voltage regulator circuits. Conversion efficiency, ripple factor and circuit analysis of single-phase, half-wave, full-wave and bridge rectifier circuits.

Elec. T 223—*Alternating-Current Circuits II* (3-3-4). Prerequisites: Elec. T 122 and Math 104 or GT 120.

Circuit Analysis, polyphase circuits balanced and unbalanced, distribution systems, transformers and transformer connections, rectifier circuits and instrumentation.

Elec. T 232—*Industrial Electronics* (5-3-6). Prerequisites: Elec. T 122, Mathematics 104 or GT 120, Elec. T 131.

Study of basic industrial electronic circuits and application of these circuits to such devices as electronic timers, voltage regulators, electrostatic air cleaners, motor and generator control systems, photo-electric systems, web and register control systems, and induction and dielectric heating equipment.

Elec. T 233—*Advanced Electronics* (3-3-4). Prerequisites: Elec. T 261 or concurrently; Elec. T 232.

A study of special electronic circuits, including thyratrons, ignitrons, phototubes, wave shaping circuits, klystrons and magnetrons.

Also more advanced circuitry using conventional tubes—laboratory to include application and illustration of the above circuits.

Elec. T 234—*Semiconductors* (3-3-4).

Familiarization of transistors, diodes and other semiconductor devices. Theory, application and operational characteristics of semiconductors. Laboratory experiments to include investigation of transistors and other semiconductors circuitry and behavior.

Elec. T 241—*Communications Circuits I* (5-3-6). Prerequisite: Physics 205.

Study of the operating principles of telephone equipment and circuits. Local-battery and common battery manual exchanges, step-by-step and all-relay automatic exchanges. Basic relay circuits for digital control. Matched transmission lines for audio frequencies, distributed and lumped line constants, pads and attenuators, constant-k and m-derived filters for low-pass, high-pass, band-pass and band-elimination. "Pi", "T", and "LL" sections.

Elec. T 242—*Communications Circuits II* (3-3-4). Prerequisites: Elec. T 261, or concurrently.

Micro wave technique concepts and practical applications. Impedence-matching concepts and methods, transmission-line circle diagram, propagation, standing waves, basic antenna theory, antennas for low-frequency and high-frequency applications, and high-frequency measuring techniques, including radar and transmitting and receiving systems.

Elec. T 254—*Electrical Machinery* (3-3-4). Prerequisites: Elec. T 223, or concurrently.

Survey of electrical rotating machines, direct and alternating current. Construction, characteristics, operation and control and industrial applications of d-c, single-phase, a-c and polyphase a-c motors and generators.

Elec. T 261—*Communications Technology I* (5-3-6). Prerequisites: Elec. T 241, Elec. T 232.

The study of voltage amplification as applied to radio-frequency and audio-frequency circuits. Analysis of amplifier circuits and coupling methods, radio-frequency tuning circuits, regeneration and generation circuits, decoupling networks and basic oscillator circuits. Construction, tuning, and alignment of superheterodyne receivers.

Elec. T 262—*Communications Technology II* (3-3-4). Prerequisites: Elec. T 233, Elec. T 261.

Advanced study of radio communication circuits. Amplitude-modulated transmitters, power amplifiers, phase inverters, push-pull ampli-

fiers and modulator circuits. Broadcast studio techniques, recorders, and recording and control room equipment.

Elec. T 263—*Television Technology* (3-3-4). Prerequisite: Elec. T 233, Elec. T 262.

Principles of frequency modulation, methods of modulation and demodulation, FM transmitter and receiver circuits. Federal Communications Commission standards for television transmission. Camera and picture tubes, composite video signal, television receiver circuits, power supplies, video amplifiers, deflection circuits, alignment procedures, transmitters circuits and color television.

Industrial Technology

**IT* 120—*Manufacturing Processes* (3-0-3). Prerequisites: Mathematics 101, or GT 114, Physics 204.

This course is designed to familiarize the student with machine tools and basic manufacturing operations.

**IT* 121—*Production Organization* (3-0-3). Prerequisites: Economics 101, 102, and IT 120 or approval of the instructor.

Problems in planning for production budgeting, plant location, machinery and equipment selection, building and service selection, maintenance planning, plant layout, materials handling, storekeeping planning, personnel organization, employee selection and training.

**IT* 122—*Economic Analysis* (3-0-3). Prerequisites: Business Administration 101 and IT 121 or approval of the instructor.

Problems in economic, financial and intangible analysis. A study is made of the technique of making a decision among alternatives on the basis of comparative cost and suitability. A study of quality control methods is included.

**IT* 123—*Production and Cost Control* (3-0-3). Prerequisites: Business Administration 101 and IT 121 or approval of the instructor.

Problems in factory operation, including scheduling, planning and detailed control of production, as well as the analysis and control of costs of manufacturing.

**IT* 124—*Time and Motion Study* (3-0-3). Prerequisites: IT 121 or approval of the instructor.

The study of working procedures to determine the best method, the best human motions and the time standard or measure of human efficiency.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

*IT 125—*Mechanical Methods* (0-4-2). Prerequisites: Engineering 103, Mathematics 102 or GT 115, IT 124 and Physics 204.

The course is designed to familiarize the student with machine mechanisms and jig and fixture design, including actual designing of simple machines, jigs and fixtures.

*IT 126—*Advanced Time and Motion Study* (3-0-3). Prerequisite: IT 124 or approval of the instructor.

A continuation of IT 124 designed for students specializing in this field.

*IT 127—*Data Presentation* (3-0-3). Prerequisite: IT 124 or approval of the instructor. (CT 120 may be substituted with consent of instructor.)

Problems in graphical and numerical analysis of data. Problems in presenting data in the most efficient and least costly form in terms of time required for use. Simple graphs and charts, alignment charts, families of curves and multi-variable charts.

*IT 128—*Personnel Motivation* (3-0-3). Prerequisite: Psychology 204T.

The course gives primary consideration to human factors in the design, approval and installation of personnel practices, procedures and systems. The case study method is used.

Mechanical Technology

*MT 120—*Tools and Methods* (5-0-5). Prerequisite: Physics 204.

An introduction to the field of metal work and industrial manufacturing. Possibilities and limitations of various machine tools are developed. The characteristics of different materials are covered as well as their adaptability to the various processes. Each process is covered from a technical viewpoint. Correct terms are introduced so that the student will be able to use the language of the engineer or technician.

*MT 122—*Machine Shop* (3-4-5). Prerequisites: Mathematics 102 or GT 115.

Fundamental machine operations of drilling, reaming, turning between centers, chuck work, thread cutting, shaper work, layout and finishing. Special attention will be given to cutting speeds, tool and drill grinding and machine upkeep.

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*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

*MT 123—*Welding, Metallurgy and Heat Treating* (4-4-6). Prerequisites: Physics 204, Chemistry 102 and Civ. T. 143.

Fundamentals of metallurgy and heat treating, including a survey of arc and acetylene welding. Emphasis is placed on material properties and the effect which alloying elements and/or heat treatment has on them.

**MT 126—*General Sheet Metal* (1-2-3). Prerequisite: MT 122.

Shop problems, including layouts and methods of fabrication of sheet metal.

*MT 127—*Industrial Electricity* (3-2-4). Prerequisite: Physics 205.

Basic elements of electrical circuits and machines. This will include series and parallel circuits, magnetism, D. C. motors and generators, A. C. motors, manual and magnetic controllers.

*MT 128—*Fluid Mechanics* (5-0-5). Prerequisites: Civ. T 143. Chemistry 102 and Physics 204.

Basic principles of fluid mechanics and application to fluid flow and instrumentation.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

**This course will be conducted at the Great Dane Trailer plant, through the cooperation of Great Dane Trailers, Inc.

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